PROFESSIONAL DEVELOPMENT TRAINING

Computer Basics Intermediate Training

REQUEST QUOTE

1.0 DAY COURSE

The Computer Basics Intermediate training course is designed so participants will enhance their skills learned from the Computer Basics Foundation Training course. This is the second course in the 3-part computer basics training series for computer users with limited computer skills.

This course teaches more about general computer concepts, the use of input, output, and storage devices, the use of the basic Windows applications, telecommuting, computer security (malware, viruses, etc.), how to protect your data, how to customize your computer and much more.

This comprehensive training course is now available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, Orlando, New York, Philadelphia, San Antonio and Seattle.

What You'll Gain:

During this intensive intermediate training course in computer basics, participants learn to understand the various concepts of computing including general computing concepts, hardware and software, operations of information networks, and tasks. Participants also receive training in using basic Windows applications including paint, Internet Explorer, WordPad, NotePad, task manager, and calculator.

This comprehensive course includes lessons in the use of the keyboard, mouse and windows desktop.

Outcomes

This short and exhaustive training course is the fastest way to develop deep understanding of computing basics and skills using a computer.

After completing this course, participants will have learned to:

- Understand general computing concepts
- Understand the difference between hardware and software, and how each works

- Understand how information networks operate
- Become aware of security concerns and how to work safely
- Learn the first steps of using a computer, including using the keyboard, mouse, and Windows desktop
- Be able to effectively manage and use files and folders
- Learn how to use the basic Windows applications, including WordPad, NotePad, Task Manager, Calculator, Paint, and Internet Explorer
- Use input, output, and storage devices
- Understand legal issues, including licensing of software
- Understand tele-commuting and the electronic world
- Be proactive about security
- Protect your data
- Understand malware
- Customize your computer
- Print
- Browse the Web

Modules

Lesson 1: Getting Started

- The Parking Lot
- Workshop Objectives
- Action Plans & Evaluations

Lesson 2: Application

- Computers in the Workplace
- Tele-Commuting
- The Electronic World
- Ergonomics
- Safety and the Environment

Lesson 3: Information Networks

- Basic Terms
- Advanced Terms
- Networking Basics
- Basic Internet Concepts
- Internet Security

Lesson 4: Security

- Being Proactive
- Identifying Yourself
- Protecting your Data
- Understanding Malware
- Protecting Against Malware

Talk to our expert team

Phone:

Email: