

Microsoft®

# Basic Computer Skills Course Outline

## WHO SHOULD ATTEND?

Anybody who has never used a computer before and would like to get some basic knowledge of one.

## RESOURCES

As part of the course you will be provided with a USB containing electronic copies of the training manual, quick reference guides, basic tips guide and exercise files.

## OUTCOMES

On completion, participants will have a basic skill level for using a computer.

## CONTENT INCLUDES

<b>AN OVERVIEW OF THE PC</b>	<b>ADDRESSES, LINKS, DOWNLOADS</b> <ul style="list-style-type: none"> <li>• Web sites &amp; URL's</li> <li>• Hyperlinks</li> </ul>
<b>THE OPERATING SYSTEM</b> <ul style="list-style-type: none"> <li>• The Startup Screen</li> <li>• The Mouse</li> <li>• The Windows</li> <li>• Working with Programs</li> </ul>	<b>FAVOURITES &amp; CUSTOMISATION</b> <ul style="list-style-type: none"> <li>• Favourites</li> <li>• Customising Options</li> </ul>
<b>WORKING WITH FILES</b> <ul style="list-style-type: none"> <li>• Naming Files</li> <li>• Locating, Opening Files, Saving Files</li> </ul>	<b>EMAILS &amp; NEWSGROUPS</b> <ul style="list-style-type: none"> <li>• What is Outlook</li> <li>• The Navigation Pane</li> <li>• Creating Messages</li> <li>• Attaching files to a message</li> <li>• Spelling &amp; Grammar</li> <li>• Opening &amp; replying</li> </ul>
<b>THE CONTROL PANEL</b> <ul style="list-style-type: none"> <li>• Display</li> <li>• Mouse</li> <li>• Regional Settings, Keyboard</li> </ul>	<b>CONTACTS</b> <ul style="list-style-type: none"> <li>• The Contact List</li> <li>• Creating a Contact</li> </ul>
<b>INTERNET EXPLORER &amp; INTERNET</b> <ul style="list-style-type: none"> <li>• Connecting to the Internet</li> <li>• What is the Internet</li> <li>• What is a Web Server</li> <li>• The Web Browser</li> <li>• Searching the Internet</li> </ul>	<b>CALENDAR</b> <ul style="list-style-type: none"> <li>• Creating appointments</li> <li>• Creating meetings</li> <li>• Accepting/Declining meetings</li> </ul>

