

General Induction to PC–2 day

What is a Computer & Software?

- What is Hardware?
- What is Software?
- What is an Operating System?
- What is Memory?
- What is a Drive?
- Understand how the Computer Works

The Basics

- Starting the Computer
- Switching of the Computer
- Using the Mouse
- Using the Keyboard
- The Windows Desktop
- Understanding parts of a Window
- Menus
- Toolbars
- Scroll Bars

Working with Data

- Basic Files and Folders
- Create and Save a Document
- Close a Document
- Open a Document
- Print a Document
- Find a Document
- Delete a Document

Extra Features

- Get Help
- Calculator
- Paint
- Change the Wallpaper
- The Recycle Bin
- What is a Virus?
- What is a Network?
- What is the Internet?
- What is a Modem?

Office Application

- Basics of MS Excel
- Basics of MS Word
- Basics of MS Outlook
- Basics of the Internet and Internet Explorer

After re-evaluation the industry principles of offering a Windows Beginners course to entry level students, Apsol Training felt that this protocol was not adequate training to beginners, as users cannot function effectively on a computer by just knowing the basics of Windows.

Therefore we have developed our unique General Computers Induction Course whereby we firstly familiarise the user with the actual PC by teaching the basic hardware of the computer such as RAM, Hard drive CPU etc. We actually disassemble an old PC to show these components. This is not very technical, but we found that by doing this exercise, the user does not feel so intimidated by the “BOX” and become very comfortable with its presence.

The second day of the course we focus on the basic use of applications, we introduce the users to MS Word, MS Excel, MS Outlook and Internet Explorer. At the end of the course, the user is very confident and excited to working on a PC, and are able to create a document in MS Word, an small spreadsheet in MS Excel, send and receive emails in MS Outlook and find information on the internet. This course has proven to be very effective and comes highly recommended to entry level user.