

Introduction to Computer & Windows

ERP · BI · CRM · EPM · HR · PAYROLL

Course Outline

The introduction to personal computer and Windows courses is combined to offer you even more value for money.

The Introduction to PC course is for students who have little or no experience with personal computers and who want to learn the basics. Students will learn about the main components of a typical computer system and the basic elements of the Windows interface. Students will learn how to navigate in Windows Explorer, organize files and folders, search for items on their computers, and personalize Windows. Students will also learn how to browse the Web with Internet Explorer 8 and how to protect their computers from malware.

The Windows course teaches the core features and functions of Windows. Students will learn how to use the Start menu and taskbar; move and resize windows; create and manage files, folders, and libraries; edit file metadata; and search for content on their computers. Students will also create shortcuts, use gadgets, and change system settings. Finally, students will browse the Web with Internet Explorer 8, add sites to their Favorites lists, and add RSS feeds.

Course duration:

This course is scheduled for one day from 9:00 till 16:00.

Course pre-requisites:

It is expected from the learner to be able to read and write.

Documentation:

The following documentation is included with the course

- > User guide
- > Certificate of attendance



After attending you will be able to:

- > Define the key components of a computer, identify basic Windows interface elements, use a mouse, and open and close applications.
- > Describe the computing process, identify storage devices, check the capacity of a hard disk, navigate in Windows Explorer, and work with folders and files.
- > Search for items on your computer, and use Windows Help and Support.
- > Use Internet Explorer to browse the Internet, use the Address bar, History list, tabs, and RSS feeds; manage Favorites; clear the browsing history; and discuss the role of social networking sites.
- > Protect a computer from malware, configure Windows Defender and Windows Firewall, clean up and defragment a disk, and lock and log off of the computer.
- > Log on to Windows 7 and identify the desktop components; open applications and switch between applications; move and resize windows; work with commands and dialog boxes; and find information on Windows Help and Support.
- > Create and manage folders and libraries; and create and manage files.

- > Customize Windows Explorer; edit file metadata; customize folders; and search the computer for specific content.
- > Customize the desktop and Start menu; use Windows 7 gadgets; and configure system setting with the Control Panel.
- > Browse the Web with Internet Explorer; use the tabbed browsing feature; search for content on the Web; customize Internet Explorer; and access multimedia content on the Web.

Who should attend?

The target student for this course has little or no experience with personal computers. Students will get the most out of this course if their goal is to learn the basics of personal computing.

Topics Covered

INTRODUCTION TO PC

Unit 1:Computer basics

Topic A:Computer components

Topic B:What makes computers work

Unit 2:Managing computer contents

Topic A:Storing items on your computer

Topic B:Working with folders

Topic C:Working with files

Unit 3:Searching for content and using Help

Topic A:Searching for data on your computer

Topic B:Windows Help and Support

Unit 4:Customizing Windows

Topic A:Shortcuts

Topic B:Gadgets

Topic C:System settings

Unit 5:Using the Internet

Topic A:Browsing the Web

Topic B:Customizing Internet Explorer

Topic C:Social networking

Unit 6:Security and maintenance

Topic A:Basic security

Topic B:Routine maintenance

WINDOWS 7

Unit 1:The Windows 7 environment

Topic A:The Windows 7 desktop

Topic B:The taskbar

Topic C:Window management

Topic D:Windows Help and Support

Unit 2:Files, folders, and libraries

Topic A:Folders and libraries

Topic B:Working with files

Unit 3:Managing content

Topic A:Working with Windows Explorer

Topic B: Searching for content
Unit 4: Customizing the environment
Topic A: Icons and shortcuts
Topic B: Gadgets
Topic C: System settings
Unit 5: Internet Explorer 8
Topic A: Web browsing
Topic B: Tabbed browsing
Topic C: Web searching
Topic D: Customization
Topic E: Multimedia content

Venue Details

We have training facilities in Centurion and Rivonia. Please mention which will be your preferred venue for the training. The location will be confirmed once the booking has been received.

Centurion

1001 Clifton Avenue
Lyttelton Manor
Centurion

Rivonia

3 Fifth Avenue
Rivonia
Johannesburg



For bookings or more information

For bookings or more information please feel free to contact us at 0861 11 1680 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz