



# Introduction to Computers

## **About the Course**

### **Designed for**

This course introduces computer beginners to the basic features of using a computer system and is appropriate for all PC and Windows basic users. Trainees will get oriented to the key computer features, work with the computer desktop, use Help, create folders and files, and learn how to customise their work environment. Trainees also learn to use an Internet browser.

### **Teaching Approach**

The teaching approach contains a mix of lectures, practical, and one-to-one work and varies according to the people attending. For the most part, candidates are able to work at a pace which best suits them, and emphasis is placed upon quality of learning, rather than quantity.

### **Pre-requirements**

None.

### **Course Material**

A large part of each course is spent with a set of specially prepared exercises and projects so that those attending gain firm foundations through their own practical experience. Professionally presented course notes are provided and these may be retained for reference afterwards.

### **Duration**

This training program is two-days in duration.

## **Course Outline**

### **Introduction to computers**

Overview of computers  
How computers work  
Starting the computer

### **Input devices**

Mouse and keyboard basics  
Other input devices

### **Processing data**

The system unit and the CPU  
Memory

### **Data storage**

Floppy disks / Flash Drives  
Hard disks  
Other storage devices

### **Output devices**

Monitor and desktop layout basics  
Other output devices

### **Managing data**

Working with Windows Explorer  
Working with folders  
Working with files  
Protecting data against viruses

### **Working with applications**

Windows Accessories  
Outlook Express  
Internet Explorer  
Accessing Help  
Shutting down Windows