

Introduction to Basic Computing

Duration: 1 Day (08:30 - 16:00)

Overview:

Students will get the most out of this course if their goal is to learn the basics of computing.

- Define the key component 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.
- Customize your desktop and Start menu, use gadgets, and use the Control Panel to change system settings.
- 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.

Audience:
















- All Students that has little or no experience with computers.

Pre-requisite to attend:

- There are no prerequisites for this course. However, before you begin the class, it's important that you have some understanding of the students' experience and comfort level with computers.
- Strong understanding of English Literacy

Next Page for full outline

[Click Here to Book Now](#)

No.	Module	High Level Topics
1	Computer Basics	 Topic A: Computer components  Topic B: What makes computers work
2	Managing computer contents	 Topic A: Storing items on your computer  Topic B: Working with folders  Topic C: Working with files
3	Searching for content and using Help	 Topic A: Searching for data on your computer  Topic B: Windows Help and Support
4	Customizing Windows	 Topic A: Shortcuts  Topic B: Gadgets  Topic C: System settings
5	Using the Internet	 Topic A: Browsing the Web  Topic B: Customizing Internet Explorer  Topic C: Social networking
6	Security and maintenance	 Topic A: Basic security  Topic B: Routine maintenance
7	Course summary	 Topic A: Course summary  Topic B: Continued learning after class

Sales Hours: Monday to Thursday 08:00-17:00 and Fridays until 16:00

[Click Here to Book Now](#)

Sandton: 011 262 2054 - Centurion: 012 643 1409 - Boksburg: 011 918 1319 - Gateway: 031 5847219 - Cape Town: 021 5316803