

PC Basics

Overview - to be able to be familiar and comfortable with using the basic features of a PC.

Objectives – to understand the difference between operating systems and software applications. To be able to identify the different parts of a PC.

Who Should Attend – anyone who wants to become more confident or who is new to using a PC

Exploring your computer

- The task bar
- The Start button
- My Computer
- Windows Explorer
- Shutting down
- My Network Places
- Your desktop
- Customising your desktop
- Jargon busting
- Storage devices
- Installing hardware
- Installing software
- Viruses
- Control panel
- Backing up your data
- Shortcuts
- Input methods
- Help
- Working with applications
- Managing files
- Creating folders
- Searching for files
- PC Maintenance

MS Office – the basics

- What is MS Office?
- Understanding the Office Assistant
- Screen Geography
- Understanding Toolbars

MS PowerPoint – why use it?

- Creating a New Presentation
- Using Click Here Prompts
- Creating New Pages
- Using Bulleted Lists
- Undo/Redo
- Cut, Copy and Paste
- Applying a Design Template
- Basic Navigation
- Basic Selection Methods
- Saving and Opening a Presentation
- Printing a Presentation

MS Excel

- Basic Excel Terminology
- Basic Navigation Skills
- Entering Labels and Values
- Using AutoSum
- Editing Cell Contents
- Deleting the Contents of a Cell
- Saving and Printing a Workbook

MS Word

- Choosing a Template
- Entering text
- Saving and Closing the document
- Preview Before Opening a Document
- Opening document
- Using recent file listing

