

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

If you would like to know more about any of the topics please contact Marie on 01689 877117 or 0777 400 49 59 or by email at marie@refine-it.co.uk