COMPUTER FUNDAMENTALS

SOFTWARE SKILLS TRAINING

COURSE OVERVIEW

You will learn how to:

- Get started with your computer skills
- Understand system settings
- Understand files and folders and save information
- Use the internet
- Use email
- Create a basic document

Level: 1

Duration: 3 hours

Getting started
- Understanding the Windows desktop.
- Opening and closing Windows.
- Moving and sizing Windows.
- Starting programmes.
- Mouse and keyboard techniques.

Understanding System Settings
- Examine system settings.
- Examine Network/Internet, Personalisation, Accounts, Time and Language and Windows Update settings.
- View the Control Panel App.

Understanding files and folders and how to store information
- Open Windows File Explorer.
- Understand the different options of storing programmes and data.
- View This PC.
- Desktop and OneDrive files and icons.
- View different hard drives.
- Examine different external storage options.
- Examine network options.
- Create new folders.
- Save files into folders.
- Copy and move files between folders.

Using the Internet
- Examine different browsers.
- Searching for information.
- Navigating around search results.
- Saving a webpage into favourites.
- Downloading information.
- Examine browser settings.

Using Email
- Discuss types of email.
- Create email messages.
- Attach files to email messages.
- Apply formatting to email messages.
- Filing email messages.

Creating a basic document
- Create a word processing document.
- Enter and edit text.
- Use methods to change and enhance text.
- Use text alignment.
- Use spelling and grammar.
- Preview the document for printing.
- Save the document in a specific location.