

Introduction to Computers

1 Day (9am to 4pm)

Course Description

Uncomfortable with computers? Never really had to use them until now? We all had to start from the basics when learning how to use them, and just because you're a little behind in that race doesn't mean you can't catch up.

This course is for real beginners, and teaches the core skills you'll need to start using computers in a business environment. You'll learn why your computer works the way it does and what you can ask it to do for you, as well as the basics of using the Internet. We'll take you through all the computer terms you'll encounter in plain English, with plenty of examples, so you'll be ready to learn all the things your job is coming to require.

Course Prerequisite: None.

Topics Covered

Introduction

History
3 Types of Computer
IBM's, Compatibles, Apples and Clones
Tips on Learning

The Main Components

Hardware vs Software – What is It?

Hardware – The Keyboard

Special Keys

The Mouse

The Monitor and Printer

The Central Processing Unit

Bits, Bytes and Files
CD Drive

Disks the Microchip & USB Ports

Flash Drives & Floppy Disks
The Motherboard
The Modem

Memory (RAM)

Software - Operating Systems

DOS, Apple and Windows
Versions of Windows
Windows versus Microsoft Office
Other Operating Systems

The Internet

What's a Network?
What are Web Sites?
What are HTML and HTTP?
How Do I Get on the Internet?
How to Go to a Specific Site
Setting Home Page / History Settings
Search Engines
Looking for Pictures

E-Mail

Sending, Receiving, Replying,
Forwarding
Viruses
Hotmail

Introduction to Software Applications

Using Word

Starting a Program (Word)
The Word Screen
Typing a Short Memo
Rules for Naming Files
Save versus Save As
Selecting Text and Formatting
The Two Closing X's
Opening a File

Using Excel

Working in Excel
Formatting the Numbers
Creating the Formulas
Changing Column Widths
Formatting and Saving – Just Like Word

Glossary of Computer Terms

More Information

For a complete course schedule, including prices, course dates and locations, please visit our web site at: www.Computer-Help.ca/Schedule.htm. To register for a course, call 416-494-4912 or register online at: www.Computer-Help.ca/Registration.htm

Computer Training Courses / SoftSkills Seminars / Access Database Development
Computer Help is a division of MPM Skills Development Inc.
Head Office: P.O. Box 241, Newmarket, ON L3Y 4X1
Phone: 416-494-4912, Fax: 416-494-9952, www.Computer-Help.ca
Classroom Locations: Toronto, North York, Mississauga, Newmarket

