

Computer Basics

This four-level course is intended for those who have little or no experience with computers. We will take you through the inside and outside of a computer, into the operating system, and through some basic applications. Course objectives map to Modules 1, 2, and 7 of the ICDL core.

Requirements: No previous experience with computers is required. A computer with Windows XP or Windows Vista is required for the Advanced and Expert levels.

How You Will Benefit:

- Understand general computing concepts
- Understand the difference between hardware and software, and how each works
- Understand how information networks operate
- Become aware of security concerns and how to work safely
- Learn the first steps of using a computer, including using the keyboard, mouse, and Windows desktop
- Be able to effectively manage and use files and folders
- Learn how to use the basic Windows applications, including WordPad, NotePad, Task Manager, Calculator, Paint, and Internet Explorer

What You Will Cover:

- ▶ Basic computing terms
- ▶ Anatomy of a PC
- ▶ Input, output, and storage devices
- ▶ Operating systems and applications
- ▶ Legal issues, including licensing of software
- ▶ Networking and Internet basics
- ▶ Computers in the workplace
- ▶ Tele-commuting and the electronic world
- ▶ Ergonomics, safety, and the environment
- ▶ Being proactive about security
- ▶ Protecting your data
- ▶ Understanding malware
- ▶ Using the mouse, keyboard, and desktop
- ▶ Customizing your computer
- ▶ Printing
- ▶ Understand and using files and folders
- ▶ Basic Windows applications
- ▶ Working with a window
- ▶ Working with applications
- ▶ Browsing the Web

Pre-Registration Form:

Computer Basics

Yes Enroll me now



www.cornerstonehr.co.za

SETA : 12255
Bankseta : Bank-Corne180502

Address: 310 Oak Avenue, NBS Building 3rd Floor
Randburg. Tel: 011 038 6367/ 011 038 6630

www.cornerstonehr.co.za

Email: stephane@cornerstonehr.co.za

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials

Banking Details

Account Name : Cornerstone Supreme
Account Number : 62653109283
Bank : FNB
Branch Code : 620