



PST TRAINING (PTY) LTD

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Basic Computer Skills (Intro to PC & Windows)

Overview

This two-day Basic Computer Skills course provides learners with essential digital skills needed to operate confidently in today's technology-driven work environments. Designed for absolute beginners or those seeking to refresh their basic computer knowledge, the programme delivers a practical and engaging introduction to personal computers, Microsoft Windows, file management, and internet use.

Participants will gain hands-on experience in navigating desktop tools, managing folders, customising their workspace, and browsing the web effectively. Delivered through facilitator-led sessions with real-time demonstrations and guided practice, the course lays a solid foundation for further digital skills development in a corporate or administrative context.

Objectives

- Understand the basic components, functions, and uses of a personal computer in the workplace environment.
- Navigate the Microsoft Windows operating system confidently, including use of the desktop, Start menu, and taskbar tools.
- Apply essential keyboard and mouse skills to interact effectively with software applications and desktop features.
- Organise files and folders efficiently, including performing common actions such as creating, moving, renaming, and deleting files.
- Use internet browsers to search for information, manage bookmarks, and understand safe online practices.
- Recognise key office and business software tools and understand their basic role in a networked work environment.

Course Prerequisite

None

Language of Delivery

English

Delivery Methods

Course is facilitated by a competent & experienced subject matter trainer, who utilises the following techniques to ensure that the session is practical and experiential: Questions, Discussions, Exercises & Assessments.

Who should attend?

This two-day course is designed for corporate employees who require foundational computer skills to perform their daily tasks more efficiently and confidently. It is particularly suitable for:

- Administrative Assistants and Office Support Staff
- Receptionists and Front Desk Personnel
- Call Centre and Customer Service Agents
- Junior Data Capturers and Filing Clerks
- Interns and Entry-Level Employees
- Support Staff (e.g., drivers, cleaners, tea ladies) transitioning into roles involving basic digital tasks
- Employees participating in learnerships or upskilling initiatives
- Staff returning to the workplace after an extended absence and requiring a computer skills refresher

Course Outline

This course consists of the following 8 modules

DAY 1: Computer Basics, Navigation & Desktop Tools

Module 1

Introduction to Computers

- What is a Personal Computer?
- Common Uses of Personal Computers
- Overview of Computer Hardware & Software
- Types of Storage Devices
- Computer Ports and Their Functions
- Operating Systems – Basic Concepts
- Ergonomics and Safe Computer Use

Module 2

Getting Started with Your PC

- Starting the Computer & Logging into Windows
- Exploring the Desktop, Start Menu, and Taskbar
- Navigating Windows Components (Control buttons, open windows, etc.)
- Lock Screen and Shut Down Options

DAY 1: Computer Basics, Navigation & Desktop Tools	
Module 3	Basic Mouse and Keyboard Skills • Understanding Mouse Functions (Click, Double-click, Right-click, Drag) • Keyboard Overview (Typing Basics, Keys, Shortcuts) • Basic Typing Rules and Practice
Module 4	Working with Windows Accessories • Introduction to Paint: Create, Save, and Open Drawings • Using the Calculator • Using Sticky Notes • Snipping Tool Basics • Microsoft WordPad: Open, Edit, Save Simple Documents

DAY 2: File Management, Internet & Proficiency Skills	
Module 5	Managing Files and Folders • Create, Rename, Move & Delete Folders • Organise Items into Folders • Create Desktop Shortcuts • Use of the Recycle Bin • Search for Files and Folders • Introduction to the "Save As" Dialog Box • Cut, Copy, and Paste Functions
Module 6	Desktop Customisation • Customise the Start Menu and Taskbar • Personalise the Desktop and Background • Arrange Desktop Icons • Basic Windows Settings (volume, time/date, display)
Module 7	Introduction to the Internet • What is the Internet, Intranet & Extranet? • Advantages & Disadvantages of the Internet • Understanding Browsers & Search Engines • How to Conduct an Internet Search • Using Favourites (Bookmarks) and History • Copying & Pasting Text and Images from a Web Page
Module 8	Introduction to Networking & Office Softwares • What is a Network? • Connecting to the World Wide Web • Common Windows Buzzwords • Overview of Office & Business Software Tools

Additional Information

Duration	2 Days	
Includes	• Comprehensive Manual • Lunch & Refreshments (not applicable to on-site training)	• Electronic Certificate (on successful completion of the course) • Electronic Delegate Feedback Questionnaire