



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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Introduction to Computers

Overview

This one-day course is designed to help a delegate gain a basic understanding of computers and their everyday use in the workplace. In addition, delegates will learn the difference between hardware and software, develop confidence using the mouse and keyboard, and gain practical exposure to working with the Windows desktop, files, folders and basic computer functions.

Objectives

- Understand what a personal computer is and how it is used
- Understand the difference between hardware and software
- Identify common computer components and storage devices
- Understand the basic functions of an operating system
- Use the mouse and understand the layout of the keyboard
- Apply basic typing rules
- Log into Windows and navigate the desktop, taskbar and Start menu
- Create, rename, move and delete folders
- Understand basic computer terminology
- Gain a basic understanding of networks, the Internet and business software

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?

- General workers
- Tea Ladies
- Cleaners
- Drivers
- Delivery people
- Administrative support staff
- Anyone who has had little or no exposure to using a computer

CourseOutline

This course consists of the following 4 modules

Module 1	Introduction to Computers • What is a Personal Computer? • Uses of Personal Computers • Types of Storage Devices • Ergonomics • Computer Ports • Operating System • Computer Hardware & Software • Starting the Computer & Logging into Windows • Explore the Desktop, Taskbar & Start Menu • Familiarise yourself with the Mouse • Understanding the Keyboard • Basic Typing Rules
Module 2	Getting to know the Desktop • Windows Components • Windows Control Buttons • The Paint Tool • Create & Save a Drawing • Open an Existing Drawing



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Module 3	Managing Files & Folders • Create a Folder on the Desktop • Rename & Delete Folders • Move Items to a Folder • Search for Files & Folders
Module 4	Networks, Internet & Business Software • Introducing Networks • Connecting to the World Wide Web (Internet) • Windows Buzzwords • Office & Business Software

Additional Information

Duration	1 Day	
Includes	• Comprehensive Manual • Lunch & Refreshments (not applicable to on-site training)	• Electronic Certificate (on successful completion of the course) • Electronic Delegate Feedback Questionnaire