

PC LITERACY – 1 DAY COURSE

COURSE SCHEDULES

- **INTRODUCTION TO WINDOWS**

- Logging on to Windows
- Using the Taskbar & the Start Menu
- Moving Windows
- Shutting down Windows
- Using the calculator and paint
- My PC
- File Explorer
- The Recycle Bin
- Changing the Desktop
- The Control Panel

- **MS WORD**

- Creating a document
- Editing a document
- Basic formatting of a document
- Printing a document
- Using borders and pictures to enhance your document

- **INTERNET**

- Introduction to the Internet
- Entering a Web Address
- Searching the Web
- Printing a Topic
- Downloading Information

- **E-MAIL**

- Introduction to E-mail
- Reading a Message
- Composing a New Messages
- Sending multiple messages
- Replying to a Message
- Forwarding a Mail
- Saving a Message in the Drafts folder
- Editing a Message in the Drafts folder
- Deleting a Message
- Editing a Message
- Inserting, Saving an Attachment
- Moving a mail message to a folder

Name of Course	Description	No of Days	MS Teams	Cost per Delegate	Cost per Delegate: Your Premises	Cost per Delegate at Sankin
PC Literacy - 1 day	A 1 day introduction to PC's, including Windows, MS Word, MS Outlook and Internet	1	N/A		1250	1300