

Basic PC Literacy Course Schedule

Introduction to Windows

Logging on to Windows

Using the Taskbar and 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

ABOUT THIS COURSE:

Course Duration: 1 Day / 2 Day

Cost per Person: R890 / R1800

Venues: Our training room or yours

MS Word

Creating a document

Editing a document

Basic formatting of a document

Printing a document

Using borders and pictures to enhance your document

E-Mail and Internet

Introduction to E-Mail

Reading a Message

Composing a New Message

Sending multiple messages

Replying to a Message

Forwarding 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

Introduction to the Internet

Entering a Web Address

Searching the Web

Printing a Topic

Downloading Information

At the end of this course, candidates will have an understanding of how a computer and its components work together, be able to navigate through the operating system and use accessories. They will be able to email with attachments and search the internet for a website and information.



mictseta

Accreditation no: ACC/2012/05/198

Media, Information and Communication Technologies
Sector Education and Training Authority

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Sankin
COMPUTER TRAINING

