



PC & Windows

1/2 day

Introductory Course

Aim of the course:

To provide a basic introduction for the complete beginner in the use of a PC and a Windows environment which will enable them to gain confidence and develop their IT skills.

Topics Covered

Getting started

Components of a PC
The different storage devices
Health & Safety issues

Introduction to Windows

Using the desktop and taskbar
Rearranging icons
Exploring the recycle bin
Setting the clock
Using the mouse

Window Components

Title bar, menu bar and other toolbars
Moving around a window
Minimize, maximize, restore & close

Using Applications

Using the start menu
Tiling and cascading
Using MS Paint & the calculator

File Management

Using Windows Explorer
Creating folders
Organising files
Renaming & deleting files
Creating Shortcuts

This is recommended for complete beginners who are new to a PC environment.