

Introduction To Computers



**Sutherland
Computer
Training**

Duration: 1 Day

TARGET AUDIENCE

This One-Day Course is intended for those who have very little or no experience with using a computer.

LEARNING OUTCOMES

By the end of this Course, the Student will be able to understand basic computer jargon, as well as being able to find their way around a computer and use some common applications, including Word and Excel.

What is a Computer?

Advantages and Disadvantages of using computers

Different types of computers

Hardware and Software – the meanings

Memory and Storage

Input Devices, Output Devices and Storage

Software Types

Programming

Computer Viruses

Care and Maintenance

Health and Safety

Turning your Computer On and Off

Using the Mouse and Understanding the Buttons

Understanding the Keyboard

Windows – the Operating System

Using Paint and the Calculator

The Basics of Word 2007 ©

The Basics of Excel 2007 ©