

Introduction to Computers



Sutherland
Computer
Services

Target audience

This 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.

The course will cover the following topics

- 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

Pro-efficient Professional

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