

# COMPUTERS A FIRST COURSE

(3 x 3 hours)



## Computer Smart TRAINING CENTRE

**Learning Outcomes:** At the completion of this course, students will understand the operation of the computer and be able to work with windows applications including maximising and minimising windows and creating and managing folders.

**Pre-Requisites:** This course caters for beginners as well as people who would like to learn more about computer concepts.

### Computer Basics:

- Health & Safety Guidelines
- Turning On The Computer
- Understanding The Computer
- The Difference Between Hardware And Software
- Types Of Software And Their Functions
- Components Of A Computer
- Using The Mouse
- Understanding The Keyboard
- Start Menu
- Windows Controls & Menus
- Open And Close Programs
- Windows Desktop
- Creating Shortcuts
- My Computer
- Storage Media, Memory, CPU
- Microsoft Explorer
- Windows Keyboard Shortcuts
- Using The Calculator
- Using Ms Paint

### Windows Explorer:

- Creating & Managing Files And Folders Within Explorer
- Deleting Files And Folders
- Saving Documents
- Copying And Moving Documents
- Searching For Files And Folders
- Printing Documents

### Control Panel Settings:

- Customise Start Menu And Taskbar
- Understanding Windows Help
- Setting A Desktop Picture
- Setting A Screensaver
- Setting The Clock
- Setting Up Printers
- Installing Programs
- Viruses, Auto Update

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