

Introduction to Computing

Proposed course outline

Feel confident in talking about computers and have a good basic knowledge of how to use a computer for straightforward tasks. Have the ability to understand how applications and files can be found and be comfortable with the common tools to use different programs on the computer.

Courses are tailored to individual requirements but topics which may be covered include:

Basic components of a computer

- Memory
- Hard disk
- Sizes
- Types
- Screens
- Keyboard/mouse
- Printers and peripherals

Windows

- Using Windows
- Opening/closing
- Methods of switching
- Sizing
- Changing Windows appearance
- Screen savers
- Wallpapers
- Desktop
- Finding and using Help
- Applications
- Programs that come with windows
- Microsoft applications
- Creating simple files

Working with Files

- Opening/Closing

- Saving
- USB sticks
- Printing
- Finding
- Renaming

Working with Folders

- Creating
- Moving
- Deleting
- Moving files into Folders
- Types of folders e.g. Pictures
- Recycle Bin

Working with Pictures and Media

- Using windows
- Using other software

Internet

- What is the Internet
- Finding web sites
- Security issues
- Using Favourites

Other topics

- Dependent upon client