

COURSE CONTENT

- ❖ **Basics of Computers**
- ❖ **What is a Computer**
 - Advantages and disadvantages of using a computer
 - Types of Computers
- ❖ **Turning the computer on and off**
 - Cold start
 - Warm start
- ❖ **Components of a Computer**
 - Input Devices
 - The Keyboard
 - * Alpha-numeric keys
 - * Esc key, Tab key, Caps lock, Ctrl and Alt keys
 - * Spacebar, Enter key, Backspace key, Delete key
 - * Functions keys, Numeric keypad, Navigation keys
- ❖ **Pointing devices**
- ❖ **Output devices**
- ❖ **Display devices**
- ❖ **The Central Processing Unit (CPU)**
- ❖ **Memory**
- ❖ **Ports and peripheral devices**
- ❖ **Introduction to the Windows Operating system**
- ❖ **The Desktop / Windows screen**
- ❖ **Desktop Icons**
- ❖ **The Taskbar**
- ❖ **The Start Menu : Starting a Programme**
- ❖ **Moving between Programmes**
- ❖ **Parts of a Window**
 - Task Pane
 - Title Bar
 - Menu Bar
 - Toolbars
 - Scroll Bars
- ❖ **Minimising, Maximising and Closing a Window**
- ❖ **Moving and resizing a window**
- ❖ **Using the mouse**
 - Mouse actions
 - Mouse pointer shapes
- ❖ **Shortcut Icons**
 - Examples of application software
 - * Word Processors
 - * Spreadsheets
 - * Presentation Graphics
 - Sending a shortcut for a programme to the Desktop
 - Renaming shortcut Icons
 - Deleting shortcut Icons
 - Arranging desktop Icons
- ❖ **Folders and files**
 - File types

LEVEL 1

Unit Standard 116932

*This course has been designed for users who are **NEW TO COMPUTERS** and the Windows Operating System.*

- ❖ **Dialogue Boxes**
- ❖ **Check boxes**
- ❖ **Drop-down List Boxes**
- ❖ **Saving your work**
- ❖ **Creating a new document**
- ❖ **Opening an existing file**
- ❖ **Deleting a file**
- ❖ **Previewing and printing a document**
- ❖ **The Documents Command**
- ❖ **The Recycle Bin**
- ❖ **The Accessories Folder**
 - The Calculator
- ❖ **Regional Settings / Options**
- ❖ **Turning off a Computer**

1 Day Course

The Introduction to PC's & Windows course includes all training material, lunch, teas/ coffees and certificate.

Who should attend?

Anyone who has never worked on a computer and keyboard before.

Pre-requisite

There are no pre-requisite for this course.

Bookings

Contact Adrian Jonck on:
(011) 679-1193 or
email: adrian@konitek.co.za to enquire about availability and dates.