

Basic PC Literacy Course Schedule

Introduction to Windows

Logging on to Windows
Using the Taskbar and Start Menu
Moving Windows
Shutting down Windows
Getting Help
Favorites
Working with My Computer

MS Word

Creating a document
Editing a document
Formatting a document

E-Mail and Internet

Introduction to E-Mail
Reading a Message
Composing a New Message
Sending multiple messages
Replying to a Message
Forwarding Mail
Saving a Message in the Drafts Folder
Editing a Message in the Drafts Folder
Deleting a Message
Editing a Message

My Computer
File Attributes
My Documents
The Recycle Bin
Changing the Desktop
The Control Panel

Printing a document
Using borders and pictures to enhance your document

Inserting, Saving an Attachment
Creating a Folder
Deleting a Folder
Moving a mail message to a folder
Introduction to the Internet
Entering a Web Address
Searching the Web
Printing a Topic
Downloading Information
Sending a Link

ABOUT THIS COURSE:

Course Duration: 1 Day / 2 Day

Cost per Person: R800 / R1800

Venues: Our training room or yours

At the end of this course, candidates will have an understanding of how a computer and its components work together, be able to navigate through the operating system and use accessories. They will be able to email with attachments and search the internet for a website and information.

Sankin Computer Training