

MSC Computer Training

Training Course Specification

Course: Introduction to computers

Duration: 3 hours

Aims and Objectives of the workshop

Delegates will learn the basics of a computer and will be able to navigate around a computer using the keyboard and mouse.

At the end of the workshop delegates will feel confident about using a computer

Who should attend:

People who know little or nothing about a computer

Experience needed:

No prior experience of computers is required

¹COURSE CONTENT:

General

- About the keyboard
- How to use a mouse
- Understanding the terminology (e.g. what is RAM, what is a USB port)
- My Computer
- The Start Button
- Opening programmes e.g. Word, Excel, Outlook
- Saving files
- Renaming files
- Creating and managing folders
- Minimise/Restore/Maximise Screens
- Understanding The Path To A Folder Or File
- Exploring Word and Excel

¹ You can choose from the list to create your own course