



Computer Basics

1 Day Course

Training at Your Office

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COURSE DESCRIPTION

This course is for real beginners. We teach the core skills you'll need to start using a computer in a business environment. You'll learn why your computer works the way it does and what you can ask it to do for you, as well as the basics of using Windows, the Internet, and MS Office. In plain English we'll take you through all of the computer terms you will need to know.

Course Prerequisite: this course is for people who have not used a computer before.

COURSE TOPICS

Introduction

PC vs MAC
Tips on Learning
Hardware vs Software

Hardware

The Keyboard - Special Keys
CPU - Main Board
Bits, Bytes and Files
Storage vs Memory (RAM)
Mouse vs Trackpad
Monitors
Printers

Storage

DVD Drive
HDD
USB Flash Drives
Solid State

Networks & Connections

What is a Network (LAN)?
Switch
Modem
Router

Software - Operating Systems

What is an operating system?
Windows vs MAC OS X
Windows versus Microsoft Office
Other Operating Systems

The Internet

What is the Internet?
What are Web Sites?
What are HTML and HTTP?
How Do I Get on the Internet?
How to Go to a Specific Site
Setting Home Page / History Settings
Search Engines

Introduction to Software Applications

Using Word

Starting a Program (Word)
Typing a Short Memo
Rules for Naming Files
Save versus Save As
Selecting Text and Formatting
The Two Closing X's
Opening a File

Using Excel

Working in Excel
Formatting the Numbers
Creating a Formula
Changing Column Widths
Formatting and Saving – Just Like Word

Outlook

Sending, Receiving, Replying,
Forwarding E-mails



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