

## **Introduction to Computers**

Confidence is the most important ingredient when you first try to use a computer and just like learning to drive, you need some instruction if you are ever going to get to grips with your new machine. Our friendly tutors deal with beginners all the time and understand exactly what you need to know. This course has won acclaim as the best introductory course available since day 1. Relaxed, enjoyable and informative, we know this course can change lives because people write and tell us how much they gained from it. From fun and confidence to new jobs and promotions – the results can be amazing.

### **This course is designed for:**

Complete beginners, those unsure about buying their first computer, and the millions of you who have bought one and want to throw it through the window or else can't do anything useful with it. Learn all the basics that underpin everything computers do, and gain confidence to have a go. By the end of the course most people are desperate to know what they can do next.

### **Training Objectives**

#### **How you and your organisation will benefit**

*Upon completion of this course you will be able to:*

- ❖ Understand what computers are all about
- ❖ Use the mouse and keyboard
- ❖ Type a letter or list
- ❖ Save and print a document

### **Course Outline**

#### **Understanding the Basics**

- ❖ What computers are all about
- ❖ Using a mouse and keyboard
- ❖ Opening and closing programs

#### **Putting Your Mind at Rest**

- ❖ Dispelling the myths
- ❖ Putting you in control
- ❖ Useful keys
- ❖ Advice on buying computers (Optional)

#### **Using a Program**

- ❖ Screen layout
- ❖ Menus and buttons
- ❖ Moving around a document
- ❖ Scroll bars and views

#### **Creating Your First Document**

- ❖ Entering text
- ❖ Changing and deleting information
- ❖ Saving a document or file
- ❖ Printing