

COMPUTER TRAINING PROGRAMME

INTRODUCTION :-

This Basic computer course provided by us will enhance your basic computer skills in the best way. We will train from the introduction, parts of the computer such as hardware to software and also how to use it completely for your daily works. In this course, we will cover the fundamental skills. Also, the advanced skills to make you a better PC user. After completing Basic Computer Training you will be able to use any PC, Laptop or Tablet devices without hesitation.

This basic computer skills course will provide you with an understanding of the most popular, current technologies used at home and in the workplace. You will become computer literate in this hands-on course while you learn to access, create, save and manage documents, spreadsheets and emails and use the Internet effectively. We demystify terminology and impart best practice skills for productive and secure use of hardware and software.

AIM :-

This course aims to familiarize you with computers and Microsoft Windows, while learning basic computer, mouse and keyboard skills in a supportive classroom environment.

OBJECTIVES :-

Through this course, you will :-

- ❖ learn basic principles of using Windows operation system.
- ❖ learn and practice basic keyboarding and mouse use.
- ❖ be able to access the Internet, Worldwide Web, as well as use Internet directories and search engines, and locate www addresses.
- ❖ be able to find and evaluate information on the Web (learn how to be critical and evaluate what is valid and reliable).
- ❖ learn basic computer and keyboarding related vocabulary in English.
- ❖ learn the basics of e-mail, such as sending, forwarding and receiving mail, attaching documents, creating mailboxes, filters, and address books.

- ❖ learn basic word processing skills with Microsoft Word, such as text input and formatting, editing, cut, copy and paste, spell check, margin and tab controls, keyboard shortcuts, printing, as well as how to include some graphics such as pictures and charts.
- ❖ in general, develop an intuitive sense of how computers work and how they can be used to make your academic work more efficient.

LEARNING OUTCOMES :-

By the end of this course, you should be able to:

- ✓ appropriately start up and shut down your computer
- ✓ navigate the operating system and start applications
- ✓ perform basic functions of file management
- ✓ perform basic functions in a word processor and spreadsheet
- ✓ manage print settings and print documents
- ✓ receive and send emails
- ✓ use a web browser to navigate the Internet.

