



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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MS Windows & Internet (Introduction)

Overview

This one-day course is designed to help a delegate to gain competence using the Windows operating system. In addition - understand the concept of the Internet and the opportunity to gain an understanding of how the World Wide Web works.

Objectives

- Understand the operating system
- Understand how to navigate the desktop
- Shutting the computer down
- Understand how to change your desktop background
- Create, rename & delete folders
- Working with windows accessories such as Paint, WordPad, Calculator, Snipping tool and Sticky Notes
- Using the Internet
- Using search engines
- Working with Favourites and History

Course Prerequisite

Introduction to Computers (Basic Mouse & Keyboard skills)

Language of Delivery

English

Delivery Methods

Course is facilitated by a competent & experienced subject matter trainer, who utilises the following techniques to ensure that the session is practical and experiential: Questions, Discussions, Exercises & Assessments.

Who should attend?

General workers, Tea Ladies, Cleaners, Drivers & Delivery people, or anyone who has had no exposure to using a PC.

Course Outline

This course consists of the following 5 modules	
Module 1	Operating Systems/Software Applications/Log into Windows/The Lock Screen/The Shut Down option/Navigate the desktop/Work with Windows/Windows Components/Arrange open Windows.
Module 2	Customise the Start Menu/The Taskbar/Customize the Taskbar/Personalise the Desktop/Change the Desktop Background/Arrange Desktop Icons.
Module 3	Managing Files & Folders/Create, Rename & delete folders/Organise Files & Folders/Create Shortcuts to the Desktop/The Recycle Bin.
Module 4	Windows Accessories/The Paint Tool/Microsoft WordPad/The Save As Dialog Box/Cut, Copy & Paste/Using the Calculator/Using the Snipping Tool/Using the Sticky Notes.
Module 5	What is the Internet?/Intranet & Extranet/Advantages & Disadvantages of using the Internet/Search Engines/Adding Links to the Favourites Bar/Using & Clearing the History/Copy & Paste Text/Graphics from a Web Page.

Additional Information

Duration	1 Day	
Includes	<ul style="list-style-type: none"> • Comprehensive Manual • Lunch & Refreshments (not applicable to on-site training) • Electronic Certificate (on successful completion of the course) 	<ul style="list-style-type: none"> • Electronic Trainer Feedback Report • Electronic Delegate Feedback Questionnaire