



PST TRAINING (PTY) LTD

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Physical Address: Montrose Place, 2nd Floor, Bella Rosa Street, Rosenpark, Bellville, 7500

Phone: 021 914 0850

Fax: 086 634 6330

Cell: 082 894 6643

Email: info@psttraining.co.za

Introduction to Computers

Overview

Whether users are new to computing or have some experience, this one-day course will help them to develop a fundamental understanding of computers. It will definitely build confidence if they have never worked on a PC before.

Objectives

- Understand the use of a Personal Computer & its operating system
- Understand the difference between hardware & software
- Learn to use the mouse & understand the layout of the keyboard
- Create, rename & delete folders
- Shutting the computer down

Course Prerequisite

None

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 4 modules

Module 1	What is a Personal Computer?/Uses of Personal Computers/Types of Storage Devices/Ergonomics/Computer Ports/Operating System/Computer Hardware & Software/Starting the Computer & Logging into Windows/Explore the Desktop, Taskbar & Start Menu/Familiarize yourself with the Mouse/Understanding the Keyboard/Basic Typing Rules.
Module 2	Getting to know the Desktop/Windows Components/Windows Control Buttons/The Paint Tool/Create & Save a Drawing/Open an Existing Drawing.
Module 3	Folders/Create a Folder on the Desktop/Rename & Delete Folders/Move Items to a Folder.
Module 4	Search for Files & Folders/Introducing Networks/Connecting to the World Wide Web (Internet)/Windows Buzzwords/Office & Business Software.

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