

Computer Basics



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Computer Basics is designed as a hands-on introduction to the world of personal computing for the novice. This course helps participants become familiar with computer terminology, understand the benefits of using a computer, and establish a foundation of computer skills on which they can build in the future.

The course duration is one day from 9:00 - 4:00.

Specific goals are as follows:

- **Your computer system including:**
 - what a computer can do and cannot do
 - how a computer works
 - the parts of the computer system
 - the terminology
 - the keyboard

- **The basics of Windows including:**
 - starting and ending a Windows session
 - the parts of the window screen
 - sizing, minimizing, and maximizing windows
 - managing directories, sub-directories and files

- **Windows application programs including:**
 - a look at email with Outlook
 - a look at a word processor with Microsoft Word
 - a look at a spreadsheet with Microsoft Excel
 - exploring the Internet