



COMPUTER FUNDAMENTALS

Computer Fundamentals Half Day (WIN000)

Traditional Learning Pathway



COURSE CONTENTS

INTRODUCING COMPUTERS

- Devices
- Operating systems
- Health and safety in the office
- Your organisation's IT policies
- Help desk & support

STARTING THE COMPUTER

- Switching on the computer
- About passwords & security
- Log on and log off
- About sleep mode
- Hot-desking best practice
- The desktop & start button
- Your organisation's energy policy

CONTROLLING THE COMPUTER

- The keyboard
- The mouse

ABOUT PROGRAMS

- An overview of your organisation's SOE

THE START BUTTON

- Starting programs
- Customising the start button tiles
- Pinning the program icon to the task bar

WORKING WITH DESKTOP WINDOWS

- Minimising and Maximising a Window
- Window size & Window location
- Multitasking

WINDOWS APPS

- Commonly used Apps
- Calculator
- The Snipping Tool

INTERNET FUNDAMENTALS

- Web browsing
- Starting Microsoft Edge
- Using Microsoft Edge
- Using web addresses
- A selection of sites to try
- Searching the internet

USING THE INTRANET

- Exploring your organisation's intranet
- Organisations systems for Leave, Payroll, OHS etc

DATA STORAGE

- Understanding file locations
- Using Shared Folders on organisation drives
- EDRMS Systems
- Your organisation's information management policy

USING OUTLOOK

- Understanding Outlook email
- Read messages
- Create and send an email
- Follow up email tasks

SHUT DOWN OPTIONS

COMPUTER FUNDAMENTALS HALF DAY

COURSE LENGTH

Recommended course duration is ½ day (4 hours)

AIM

This course has been designed to allow participants to gain

- basic computer skills
- an understanding of some of the Windows apps
- skills to use computers more efficiently and to become more productive in their job

TARGET AUDIENCE

This course is a beginner's course and assumes no prior knowledge of computers. It is suitable for participants who:

- want to learn basic computer and internet skills
- are expected to know the basic features of Microsoft Windows for their job
- want to improve their productivity by learning new techniques and shortcuts

OUTCOMES

By the end of this session you should be able to:

- turn on a computer and login to your account
- control a computer using a keyboard and mouse
- have an understanding of corporate policies relating to computer and internet use
- use Windows apps such as the calculator and Snipping Tool
- use a web browser to browse the internet
- open files from Windows File Explorer

ABOUT US

Intelliteq is a Microsoft Partner with accredited Microsoft Office trainers. We work with you to identify where problems exist. We investigate where business improvements can be made. We work with your staff to deliver effective training and assessment.

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