



# NDA

# TRAINING TASMANIA

RTO Provider Code: 60034

## Introduction to PCs

### Course Objectives

Upon completion of this course, attendees will be familiar with the basic operations of a PC.

### Pre-Requisites

This course is suitable for the novice. There are no specific pre-requisite skills.

### Duration

1 day.

### Course Outcomes

1. Start the computer and log in.
2. Use the keyboard and mouse to enter simple commands to the computer.
3. Use Microsoft Windows to run programs and manage files.
4. Use the Windows control panel.
5. Perform basic troubleshooting.
6. Use the Windows accessories.
7. Understand the basic principles of file management.
8. Browse the Internet and find information using search engines.
9. Perform basic email tasks using outlook.

### Course Content

#### Course Overview

- General Outline
- Prerequisites
- Specific Objectives
- Software Versions
- Methodology Used in the Exercises

#### Getting Started

- Starting a Session
- Using the Mouse
- Using the Keyboard
- Ending a Session
- Using Apps
- Windows – the Operating System
- Application Programs
- Start Menu
- Window Management
- Switching Between Windows using the Task Bar

#### Menus, Toolbars and Ribbons

- Menus
- Toolbars
- Ribbons

#### Dialog Controls

- Window Tabs
- Option or Radio Buttons
- Check Box
- Text Box
- Drop Down Box (Combo Box)
- Spinner Control
- Scroll Bars

#### Drives, Folder and Files

- Files, Folders and Drives
- Creating a Folder Structure

# Introduction to PCs

## Personal Settings

- Background
- Colors
- Lock Screen
- Themes
- Start

## Troubleshooting

- Application Crashes
- Application Freezes
- System Freezes
- System Crashes
- Computer will not Boot after a Power Failure

## Accessories and Games

- Calculator
- Paint
- Solitaire

## Exploring the Internet

- Getting Started
- Web Site Addressing
- Following Links
- Finding Information

## Email

- Introduction
- Principles of Email
- Getting Started
- Sending a Message
- Checking mail
- Sending a Reply
- Forwarding
- Attachments
- Limitations of Attachments
- Sending an Attachment
- Viewing and Saving an Attachment