

**Course Fees: \$500 per trainee****Course Duration: 16 Hours
(2 Days)**

Target Participants

Those who have no knowledge of using a computer, internet and email.

Course Objectives

By the end of the course, participants should be able to demonstrate basic knowledge of using a computer and display the skills needed to complete some elementary or everyday tasks in a confident way.

Course Outline

1. Computer Basics

- 1.1. List and compare different types of computer: personal computer, laptop computer, all in one, media player, smart phone, tablet.
- 1.2. Identify and understand different components: system unit, monitor, mouse, keyboard.
- 1.3. Start the computer and log on securely using a user name and password.
- 1.4. Understand functions of a mouse: select items, move items, issue commands to computer.
- 1.5. Understand how to use the mouse: click, double-click, move with click and drag.
- 1.6. Understand mouse pointer shapes: click to enter text (I Beam), point, computer busy, hyperlink here.
- 1.7. Use click and drag to move selected items on the screen.
- 1.8. Understand that the keyboard is a mode of data entry and a method of giving commands to computer.
- 1.9. Understand and use keys on the keyboard like: letters and numbers, enter, backspace, shift, space bar, caps lock, delete.

2. Desktop

- 2.1. Understand what a computer desktop is.
- 2.2. Understand the term icon. Recognise and understand the use of some common desktop icons like: documents, computer, networks, deleted items, browser.
- 2.3. Understand what the taskbar is and some of its features: start button to start an application, clock, ability to switch between open windows, language indicator.
- 2.4. Select, activate common desktop icons.
- 2.5. Shut down the computer properly.

3. Windows

- 3.1. Identify parts of a window like: title bar, scroll bars, scroll bar markers, status bar, menu bar, ribbon, toolbar.
- 3.2. Collapse, expand, resize, move, close a window.
- 3.3. Scroll up and down in a window.
- 3.4. Switch between open windows.
- 3.5. Know the main types of storage media like: internal hard disk, USB Flash drive, DVD, online file storage.
- 3.6. Understand the function of different types of applications like: word processing, spreadsheet, database, presentation.

4. Document Creation

- 4.1. Open a word processing application.
- 4.2. Change text formatting: font types, font size.
- 4.3. Apply text formatting: bold, italic, underline.
- 4.4. Copy, cut, move text within a document.
- 4.5. Print a document from an installed printer using output options like: entire document, specific pages, number of copies.
- 4.6. Save and name a document.

5. File Handling

- 5.1. Understand what a file, folder is.
- 5.2. Know where files, programmes are normally stored.
- 5.3. Recognise common file types and associated icons like: doc, .xls, .mdb, .jpg, .mp3.
- 5.4. Double click to open files, folders.
- 5.5. Close a file.

6. The Internet

- 6.1. Understand that the Internet is the global, physical network of networks, and is used to support services like the World Wide Web (WWW) and email.
- 6.2. Understand what the World Wide Web (WWW) is.
- 6.3. Identify types of resources available on the World Wide Web (WWW).
- 6.4. Understand the importance of evaluating information on the World Wide Web (WWW).
- 6.5. Understand that an Internet service provider (ISP) provides access to the Internet.

7. Web Browsing

- 7.1. Understand what a Web browser is.
- 7.2. Recognise that the default page of a Web browser is called the Home/Start page.
- 7.3. Understand the terms uniform resource locator (URL), hyperlink.
- 7.4. Understand the terms favorites/bookmarks.
- 7.5. Understand the term browser history.
- 7.6. Go to a URL.
- 7.7. Log onto a web site using a user name and password.
- 7.8. Activate a hyperlink/image link.
- 7.9. Navigate on a web site: back, forward, home.
- 7.10. Print a web page.
- 7.11. Complete and submit a web based form.
- 7.12. Understand the term search engine.
- 7.13. Search for information using keywords.
- 7.14. Download a file from a web page.
- 7.15. Understand the concept of an online (virtual) community. Recognise examples like: social networking web sites, Internet forums, chat rooms, online computer games, blogs.
- 7.16. Understand the term phishing. Recognise attempted phishing.

8. Email

- 8.1. Understand that email is a digital messaging service carried on the Internet.
- 8.2. Know about different email accounts: Internet Service Provider Accounts (ISP's), Webmail.
- 8.3. Understand the make-up and structure of an email address.
- 8.4. Understand what an attachment is and the implications of its size.
- 8.5. Understand the term virus.
- 8.6. Understand security risks associated with opening certain email attachments.
- 8.7. Be aware of the possibility of receiving fraudulent and unsolicited email.
- 8.8. Understand the term address book.
- 8.9. Understand the term inbox folder, and open an email.
- 8.10. Understand the term Sent Items folder.
- 8.11. Create a new message.
- 8.12. Insert a mail address in the To field.
- 8.13. Insert a title in the Subject field.
- 8.14. Send a message.
- 8.15. Use the reply function.
- 8.16. Forward a message.