



Introduction to Computers

2002 / 2003 / 2007

Duration: 1 Day

Who Should Attend / Target Audience

This course has been developed for people wanting to gain an understanding of computer file storage and work with popular applications to create correspondence & email.

Prerequisites

There are no suggested prerequisites for this course.

Learning Outcomes

- Understand Hardware and Software
- Navigate around the Windows operating system
- Create, save, print and open a letter in Word
- Manage e-mails through Outlook
- Browse the Internet through Internet Explorer

Course Content

Version: 21/12/09

Orientation to Personal Computers

Hardware

The Unit
Monitor
Keyboard
Mouse
Printer

Software

Operating System Software
Application Software

Memory

ROM
RAM
Virtual Memory

Networks

Storage Devices

Floppy Disks
Hard Disks
Tape Drive
Read/Write CD-ROM

Storing and Retrieving Information

Computer Data

Windows XP

Exploring Windows XP
Starting Windows XP
To Log onto Windows XP
The Screen
Screen Elements
Other Elements
The Taskbar
Window Buttons

Case Scenario

Microsoft Word XP and 2003

The Word Screen
Creating a Letter
Typing Text into a Document
Saving a Document
Saving with a Different File Name
Saving to a Different Location
Working with Files
Closing a File
Opening an Existing Document
Editing Text
Using the Spell Checker
Deleting Text
Undoing Actions
Selecting Text
Moving about a Document
Formatting Text
Applying Bullets to Paragraphs

Microsoft Outlook XP and 2003

The Outlook Screen
The Inbox
Reading Messages
Creating a New Message
Attaching a File to an Email Message
AutoSignature
Address Book
Adding a Contact
The Calendar
Deleted Items
Retrieve a Deleted Item

Internet Explorer

Going to a Website
Using the History Feature
Using the Favourites Feature
Using a Search Engine

Next Level Course: MS Word Introduction, MS Outlook Introduction

Availability: In House Closed Group Public

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