

## COMPUTER BASICS EXPERT TRAINING

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**Computer Basics  
Expert  
Training Course**



**COURSE LENGTH: 1.0 DAYS**

Being computer savvy is essential for personal and professional success, while having expert computing skills can help you quickly overcome most pc-related issues you might encounter.

The PD Training Computer Basics Expert Training course provides you with the expert skills in computer fundamentals such as using control panel, managing applications, understanding security issues and much more.

This fun and practical training course is available now New Zealand wide including Auckland, Christchurch or Wellington.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## COMPUTER BASICS EXPERT TRAINING COURSE OUTLINE

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### FOREWORD

During this training course, participants will learn the advanced features and functionality of a computer including browsing the web, working with various applications, working with web pages, and working with a window.

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### OUTCOMES

This extensive training course provides training in all basic functions of a computer so that you are able to use it effortlessly to perform basic functions including browsing the Internet, downloading, using word processing applications, and managing files and folders.

**After completing this course, participants will have learned to:**

- ▶ Use Calculator, Paint, Task Manager, WordPad, Notepad
  - ▶ Resize windows, and move them
  - ▶ Uninstall an application
  - ▶ Halt a frozen program
  - ▶ Switch between windows
  - ▶ Work with a window
  - ▶ Understand general computing concepts
  - ▶ Understand how information networks operate
  - ▶ Become aware of security concerns and how to work safely
  - ▶ Effectively manage and use files and folders
  - ▶ Use the basic Windows applications, including WordPad, NotePad, Task Manager, Calculator, Paint, and Internet Explorer
  - ▶ Use the Control Panel
  - ▶ Find an installed application
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### MODULES

#### Lesson 1: Getting Started

- ▶ The Parking Lot
- ▶ Workshop Objectives
- ▶ Action Plans & Evaluations

#### Lesson 2: Web Browsers and the Internet

- ▶ Basics of Web Browsers
- ▶ Browsing the Web
- ▶ Working with Book Marks
- ▶ Working with Web Pages
- ▶ Printing Web Pages

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### Lesson 3: Understanding Applications

- ▶ Application Basics
- ▶ Basic Applications
- ▶ Working with a Window
- ▶ Working with WordPad
- ▶ Working with Applications

### Lesson 4: Wrapping Up

- ▶ Words From the Wise

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### WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)