



# COMPUTER FUNDAMENTALS

Computer Fundamentals Full Day (WIN001)

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

### CUSTOMISING THE COMPUTER

- Customise the desktop
- Customising the start button tiles
- Pinning the program icon to the task bar

### ABOUT PROGRAMS

- An overview of your organisation's SOE

### THE START BUTTON

- Starting programs

### WORKING WITH DESKTOP

#### WINDOWS

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

#### WINDOWS APPS

- Commonly used Apps
- Calculator
- Camera & Photos
- Paint
- Groove music
- Alarms & clock
- The Snipping Tool

#### DATA STORAGE

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

#### WINDOWS FILE EXPLORER

- Understanding folder hierarchy
- Basic navigation
- Exploring Files in Windows

### WORKING WITH FILES

- Selecting Files
- Renaming a File
- Moving and Copying a File
- Copying Files to a USB Flash Drive
- Deleting Files
- Opening files and applications

### USING COMMON FILES TYPES

- Viewing PDF files
- Opening Word documents
- Opening and navigating an Excel workbook
- Printing files

### USING OUTLOOK

- Understanding Outlook email
- Read messages
- Create and send an email

### 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

### SHUT DOWN OPTIONS

# COMPUTER FUNDAMENTALS FULL DAY

## COURSE LENGTH

Recommended course duration is 1 day, typically 8:30am – 4:30pm.

## 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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[www.intelliteq.com.au](http://www.intelliteq.com.au) | [info@intelliteq.com.au](mailto:info@intelliteq.com.au) | 0418 748 398 | PO Box 474, Edge Hill, Qld 4870