

<b>INTRODUCTION TO COMPUTERS</b>		
A one day course which helps to familiarise you with a computer. It shows you the various parts of a computer and how they work. It introduces you to the terms used and gives you a basic understanding of computers. There are no prerequisites for this course.		
<b>THE COMPUTER</b>		
<b>HARDWARE</b>		
	The Monitor	
	The System Unit	
	Disk and Drives	
	Mouse	
	Keyboard	
	Printers/Modems/Scanners/Speakers	
	Working with the Mouse	
	Learning the Keyboard	
<b>SOFTWARE</b>		
	Windows 3x/95/98/NT/XP/Vista/7	
	Programs	
	Accessing a Program	
	Exiting a Program	
	Accessories	
	Working in Word	
	Working in Paint	
	Creating/Saving Files	
	Opening Files	
	Word Processor/Spreadsheets/Graphics/Database/eMail	
<b>MY COMPUTER</b>		
	Drives	
	Folders	
	Files	
<b>WINDOWS</b>		
	Characteristics of Window	
	Minimise	
	Maximise	
	Close	
<b>MOUSE SKILLS</b>		
<b>KEYBOARD SKILLS</b>		