PROFESSIONAL DEVELOPMENT TRAINING

Computer Basics Foundation Training

3158 3955

REQUEST QUOTE

1.0 DAY COURSE

This Computer Basics Foundation training course from PD Training is designed to develop your computer skills at a foundation level. This interactive, hands-on course teaches you what a computer is, hardware vs software, the functions of a computer (including the use of keyboard, mouse), Windows desktop interface, basic applications and operating system, how do information networks operate, effective management and usage of files and folders, how to browse the Internet and a whole lot more!

Now available throughout Singapore, this Computer Basics Foundation training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers.

Contact us today for a group quote.

What You'll Gain:

In today's connected business world, being able to operate a computer is vital for personal and professional purposes. Do you have little or no experience in using computers? It is never too late to learn about computers. This four-level comprehensive course will take you on a journey of discovering computers at an entry level.

During this training course, participants will learn basic computing concepts and basic functions such as using file folders, keywords, the mouse, the Windows desktop, Paint, Task Manager, Calculator, Internet Explorer, WordPad, NotePad and more.

This foundation training course in computer basics is designed for easy learning and understanding. The participants learn and practice to develop the ability to use a computer effortlessly.

Outcomes

This extensive course allows a participant to develop basic skills in operating a computer to fulfill tasks.

After completing this course, participants will have learned to:

- Understand basic computing concepts

- Understand the difference between hardware and software, and how each works
- Understand how information networks operate
- Become aware of security concerns and how to work safely
- Use the keyboard, mouse, and Windows desktop
- Effectively manage and use files and folders
- Use the basic Windows applications, including WordPad, NotePad, Task Manager, Calculator, Paint, and Internet Explorer
- Use basic terms
- Understand the functions of a computer
- Browse the Internet
- Download and save files
- Understand how a laptop is different from a desktop computer

Modules

Lesson 1: Getting Started

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

Lesson 2: General Concepts

- Basic Terms
- Types of Computers
- Anatomy of a PC
- How a PC Works

Lesson 3: Hardware Devices

- CPU and Memory
- Input Devices
- Output Devices
- Secondary Storage Devices

Lesson 4: Software

- The Basics
- Operating Systems and Applications
- How is Software Built?
- Types of Software
- Legal Issues

Talk to our expert team

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