PROFESSIONAL DEVELOPMENT TRAINING

# Computer Basics Intermediate Training

3158 3955

REQUEST QUOTE

1.0 DAY COURSE

**This intermediate training course in computer basics is designed for users with little to no experience with computers. During this course, participants will develop an understanding and skills using operating systems, basic applications, files and folders, WordPad, NotePad, and more.**

**This engaging and dynamic training course is now available Singapore.**

**This Computer Basics Intermediate 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:

During this intensive intermediate training course in computer basics, participants learn to understand the various concepts of computing including general computing concepts, hardware and software, operations of information networks, and tasks. Participants also receive training in using basic Windows applications including Paint, Internet Explorer, WordPad, NotePad, Task Manager, and Calculator.

This comprehensive course includes lessons in the use of the keyboard, mouse and Windows desktop.

## Outcomes

This short and exhaustive training course is the fastest way to develop deep understanding of computing basics and skills using a computer.

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

- Understand general 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
- Learn the first steps of using a computer, including using the keyboard, mouse, and Windows desktop
- Be able to effectively manage and use files and folders

- Learn how to use the basic Windows applications, including WordPad, NotePad, Task Manager, Calculator, Paint, and Internet Explorer
- Use input, output, and storage devices
- Understand legal issues, including licensing of software
- Understand telecommuting and the electronic world
- Be proactive about security
- Protect your data
- Understand malware
- Customize your computer
- Print
- Browse the Web

# Modules

### Lesson 1: Getting Started

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

### Lesson 2: Application

- Computers in the Workplace
- Tele-Commuting
- The Electronic World
- Ergonomics
- Safety and the Environment

### Lesson 3: Information Networks

- Basic Terms
- Advanced Terms
- Networking Basics
- Basic Internet Concepts
- Internet Security

### Lesson 4: Security

- Being Proactive
- Identifying Yourself
- Protecting your Data
- Understanding Malware
- Protecting Against Malware

**Talk to our expert team**

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