

Introduction to Personal Computers

Duration: 1 Day Using Watsonia manual WPP535

Outcome: At the completion of this course participants will be able to:

- differentiate between the different types of computers
- identify the hardware components of a computer
- minimize, maximise, move and resize windows
- access Windows XP, identify the screen elements, and work with a mouse
- create a basic document in Microsoft Word 2003
- create basic workbooks using Microsoft Excel 2003
- create basic presentations in Microsoft PowerPoint 2003
- create basic databases using Microsoft Access 2003
- create basic drawings in Microsoft Paint.

Prerequisites This course is designed for participants with little or no knowledge of computers or computer software.

Content:

- **Computer Concepts**
 1. Information Technology
 2. What Is A Computer?
 3. Hardware And Software
 4. Types Of Computers
 5. Mainframe Computers
 6. Mini Computers
 7. Personal Computers
 8. Types Of Personal Computers
 9. Main Components Of A Personal Computer
 10. Peripheral Devices
- **Hardware**
 1. Hardware Overview
 2. The Systems Unit
 3. The Central Processing Unit
 4. Computer Speed
 5. History Of Microprocessors
 6. Input Devices
 7. Output Devices
- **Working With Windows**
 1. Overview Of Working With Windows
 2. The Anatomy Of A Window
 3. Working With The Control Menu
 4. Maximising, Minimising And Restoring
 5. Resizing A Window
 6. Resizing Using The Keyboard
 7. Moving A Window
 8. Scrolling In A Window
 9. Closing A Window
- **Windows XP Concepts**

1. Windows XP Overview
 2. Starting Windows XP
 3. The Windows XP Screen
 4. The Windows XP Interface
 5. Working With A Mouse
 6. Using An Intellipoint Mouse
 7. Understanding Menus
 8. Accessing Menus Using A Pointing Device
 9. Accessing Menus Using The Keyboard
 10. Using Short-Cut Menus
 11. Switching To Single Click
 12. Switching To Double Click
 13. Turning Off Your Computer
- **Using Word Processing**
 1. Starting Word
 2. Typing Text
 3. Saving A New Document
 4. Editing Text
 5. Opening Documents
 6. Managing Multiple Documents
 7. Closing Documents
 8. Print Preview
 9. Printing A Document
 10. Page Orientation
 11. Exiting From Microsoft Word
 - **Using A Spreadsheet**
 1. How Spreadsheets Work
 2. Starting Excel 2003
 3. Understanding The Workbook
 4. Moving The Cell Pointer
 5. Moving About The Workbook
 6. Entering Data In A Workbook
 7. Saving A New Workbook
 8. Opening A Saved Workbook
 9. Creating An Input Range
 10. Saving Your Work
 11. Essential Formatting
 12. Column Best Fit
 13. Understanding Formulas
 14. Formulas That Add
 15. The Sum Function
 16. Printing A Worksheet
 17. Creating A Column Chart
 - **Using Presentation Software**
 1. Starting PowerPoint
 2. Opening An Existing Presentation
 3. Navigating A Presentation
 4. Closing A Presentation
 5. New Presentations

6. Creating A New Presentation
 7. Adding Text Using The Outline Pane
 8. Saving A Presentation
 9. Adding Slides And Text
 10. Previewing A Slide Show
 11. Previewing And Printing Slides
- **Using A Database**
 1. Starting Access 2003
 2. Opening An Existing Database
 3. Creating A New Database File
 4. How Access Stores Data
 5. Creating A New Table
 6. Adding Records In A Table
 7. Editing A Record
 8. Deleting A Record
 9. Printing Records
 10. Select Queries – How They Work
 11. Creating A Query Design
 12. Working With Fields In A Query
 13. Selecting Records Using A Query
 14. Creating A New Report Using The Report Wizard
 15. Previewing A Report
 16. Printing A Report
 - **Using Graphics Software**
 1. Starting Microsoft Paint
 2. The Paint Screen
 3. Using Paint's Drawing Tools
 4. Create And Save A Drawing
 5. Opening A Graphics File In Paint
 6. Exiting Microsoft Paint