



NDA

TRAINING TASMANIA

nurture - develop - achieve

Introduction to PCs

Duration

1 Day

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website:

www.nda.com.au

If there are no dates listed, please email:

bookings@nda.com.au

to express interest in the course.

More Information

For more information on any of our courses or services please email:

bookings@nda.com.au

or visit the NDA website at:

www.nda.com.au

Prerequisites

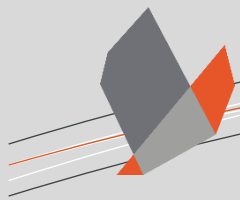
There are no pre-requisites for this course.

Course Objectives

Upon completion of this course, attendees will be familiar with the basic operations of a PC.

Learning Outcomes

- Start the computer and log in
- Use the keyboard and mouse to enter simple commands to the computer
- Use Microsoft Windows to run programs and manage files
- Use the Windows control panel
- Perform basic troubleshooting
- Use the Windows accessories
- Understand the basic principles of file management
- Browse the Internet and find information using search engines
- Perform basic email tasks using outlook



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Introduction to PCs Course Content

RTO Provider:60034

NDA Launceston

Level 1, 65 St John Street
Launceston TAS 7250
03 6334 4910

NDA Hobart

Level 3, 110 Collins Street
Hobart TAS 7000
03 6224 2660

NDA North West

4B, 21 Alexandra Road
Ulverstone TAS 7315
03 6423 4547

Private Training

This training can only be delivered as a private course for your or your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA.

Please contact us for further information and to be provided with a quote.

Course Overview

- General Outline
- Prerequisites
- Specific Objectives
- Software Versions
- Methodology Used in the Exercises

Getting Started

- Starting a Session
- Using the Mouse
- Using the Keyboard
- Ending a Session
- Using Apps
- Windows – the Operating System
- Application Programs
- Start Menu

Window Management

- Switching Between Windows using the Task Bar

Menus, Toolbars and Ribbons

- Menus
- Toolbars
- Ribbons
- Dialog Controls
- Window Tabs
- Option or Radio Buttons
- Check Box
- Text Box
- Drop Down Box (Combo Box)
- Spinner Control
- Scroll Bars

Drives, Folder and Files

- Files, Folders and Drives
- Creating a Folder Structure

Personal Settings

- Background
- Colors
- Lock Screen
- Themes
- Start

Troubleshooting

- Application Crashes
- Application Freezes
- System Freezes
- System Crashes
- Computer will not Boot after a Power Failure

Accessories and Games

- Calculator
- Paint
- Solitaire