



# COMPUTER ORIENTATION (BASICS)

**SKILL LEVEL : BASICS**  
**DURATION : 1 FULL DAY**

Mobile MOUSE  
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## COURSE OVERVIEW

This course will teach users how to use computers and Windows in general. This course is for users who have had little or no computer exposure in their working life. Candidates will learn how to navigate and search the internet as well as how to use the fundamentals of email with Microsoft Outlook. Attendees of this course will also learn the bare bone fundamentals of Microsoft Office (gaining familiarity with Word, Excel and Outlook), including cut, copy and paste and basic formatting of text and images. Also included in this course are the fundamentals of file management within Windows.

### WHO SHOULD ATTEND THIS COURSE

This course is great for adults with little or no previous computer experience. Also this course is a suggested lead-in to our various basic Microsoft Office courses.

### COURSE DURATION AND VENUE

- DURATION: 1 full day (9am to 4pm)
- VENUE: Onsite (your premises) or In-house (our premises)



### MINIMUM ATTENDANCE REQUIREMENTS

- None... This course is intended for new users to computing or for people who are "tech phobic".

## COURSE CONTENT AND OUTLINE

### PART 1 - COMPUTER FUNDAMENTALS

- Computer Components and Peripherals

### PART 2 - WINDOWS FUNDAMENTALS

- Navigating Windows
- Understanding File & Folder structures
- Creating and Managing Files & Folders

### PART 3 - INTERNET

- Searching and Browsing
- Copy and Pasting Images and Text
- Saving Images

### PART 4 - GENERAL MS OFFICE FUNDAMENTALS

- The Office Interface
- Keyboard Fundamentals
- Mouse Fundamentals
- Cut, Copy, Paste
- Saving and Save As

### PART 5 - MICROSOFT OUTLOOK FUNDAMENTALS

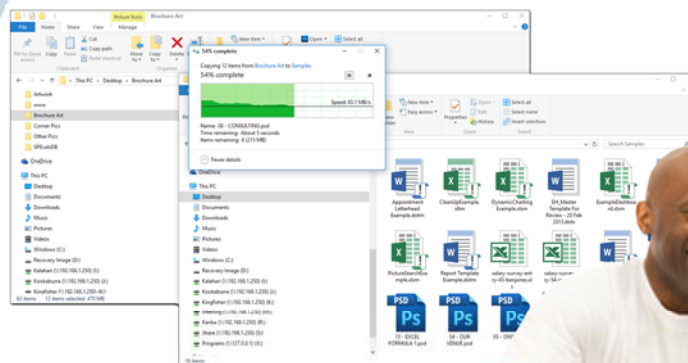
- Sending and Receiving Email using Outlook
- Working with Email Attachments
- Printing Emails

### PART 6 - MICROSOFT WORD FUNDAMENTALS

- Create and edit a basic Word document
- Basic Formatting in Microsoft Word
- Inserting images in Microsoft Word
- Printing Word Documents

### PART 7 - MICROSOFT EXCEL FUNDAMENTALS

- Create and Edit a basic Excel spreadsheet
- Data entry in Microsoft Excel
- Basic Formatting in Microsoft Excel
- Printing Excel Spreadsheets



*What we supply (at no extra charge) when training at your venue*

- Laptop Computers & Projection Equipment
- Quality Student Manuals
- The Best Trainers in WA
- Free Online Student Support



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