

# **Computer Literacy Basics for PC**

**Modality: On Demand**

**Duration: 1 Hour**

## **About this course:**

This online training series will teach you the basics of using your computer, with topics like double clicking your mouse, setting up an email account, and even transferring photos from your camera to your hard drive.

## **Course Objective:**

- Getting Started
- Stuff You Need to Know
- Personalise
- Going Online
- E-mail
- Organisation
- Boost Your Confidence
- Resources
- Computer Literacy Basics Training (PC) - Assessments

## **Audience:**

- Anyone who wants learn about basic computer.

## **Prerequisite:**

- There are no prerequisite required to take this course.

## **Course Outline:**

### Getting Started

- What you'll learn in this training
- Hardware vs. Software
- Logging in
- Your desktop
- Finding stuff
- Adjusting volume
- Shutting down
- Sleeping and hibernating
- Setting up a printer

## Stuff you Need to Know

- Double-click vs. single-click
- Left-click vs. right-click
- Opening and closing programs
- Highlighting
- Click and drag
- Copy and paste
- Scrolling
- Creating passwords
- Updates and notifications

## Personalize

- Change your desktop image
- Change your font size

## Going Online

- Going online
- Searching for stuff
- Setting your homepage
- Tabbed browsing
- Internet safety

## E-Mail

- Setting up an e-mail account
- Sending an e-mail
- Reading e-mails
- Replying to e-mails
- Forwarding e-mails
- Attaching files to e-mails
- Deleting e-mails
- E-mail etiquette
- Spam and scams

## Organization

- Creating folders
- Moving files

## Boost Your Confidence

- Play a game of Solitaire
- Watch a TV show online
- E-mail a photo
- Transfer photos from camera to computer

## Resources

- [More resources](#)