

Absolute Beginner's Guide to Computer Basics

Program Highlights:

If you've had limited or no experience with computers you may feel intimidated since computers are used in just about every facet of our lives. If you're learning how to use a computer for the first time, understanding computer basics is more of a necessity than ever. Learn the basics of word processing, connecting to the internet, reading and writing email, basic maintenance and more in a non-threatening environment! Begin your path to computer literacy today!



Job Outlook:

Computer skills are a requirement in today's job market event to apply for most positions, regardless of the industry. The technology field is also a growing industry since computers are in every business.

Certification:

This class results in a class participation certificate from LFCC Workforce Solutions.

Next Steps:

Keyboarding Basics

Microsoft Word Basics

Microsoft Excel Basics

Benefits:

- Improve computer literacy
- Increase Workplace Skills
- Reduce anxiety & stress
- Learn basic security
- Learn in a non-threatening environment



Stay Ahead!

Course Outline

This class can be done as an 8-hour to 16-hour class

UNIT	DESCRIPTION
UNIT 1: Computer Basics	<ul style="list-style-type: none">• Computer Components• What Makes Computers Work
UNIT 2: Managing Computer Contents	<ul style="list-style-type: none">• Storing Items on Your Computer• Working With Folders• Working With Files
UNIT 3: Searching for Content and Using Help	<ul style="list-style-type: none">• Searching for Data on Your Computer• Windows Help and Support
UNIT 4: Customizing Windows	<ul style="list-style-type: none">• Shortcuts• Gadgets• System Settings
UNIT 5: Using the Internet	<ul style="list-style-type: none">• Browsing the Web• Customizing Internet Explorer• Social Networking
UNIT 6: Security and Maintenance	<ul style="list-style-type: none">• Basic Security• Routine Maintenance