

INTRODUCTION TO COMPUTERS		
A one day course which helps to familiarise you with a computer. It shows you the various parts of a computer and how they work. It introduces you to the terms used and gives you a basic understanding of computers. There are no prerequisites for this course.		
THE COMPUTER		
HARDWARE		
	The Monitor	
	The System Unit	
	Disk and Drives	
	Mouse	
	Keyboard	
	Printers/Modems/Scanners/Speakers	
	Working with the Mouse	
	Learning the Keyboard	
SOFTWARE		
	Windows	
	Programs	
	Accessing a Program	
	Exiting a Program	
	Accessories	
	Working in Word	
	Working in Paint	
	Creating/Saving Files	
	Opening Files	
	Word Processor/Spreadsheeting/Graphics/Database/eMail	
MY COMPUTER		
	Drives	
	Folders	
	Files	
WINDOWS	Characteristics of Window	
	Minimise	
	Maximise	
	Close	
MOUSE SKILLS		
KEYBOARD SKILLS		