

Goals and Objectives

Aims

- A. To show how and where Windows can be efficiently availed of as an effective business tool
- B. To develop the students understanding of the basic functions of a personal computer.
- C. To show the students how to manage and organise files and folders.
- D. To show how to use the search features and print facilities.

Objectives

By the end of this course the student should be able to:

- 1. Start up the computer and log on.
- 2. understand the use of usernames and passwords.
- 3. understand the need for data security when using PCs.
- 4. understand the desktop.
- 5. open, maximise, minimise and close windows.
- 6. use the Help and Search facilities within Windows.
- 7. create, copy and move files and folders.
- 8. copy files to a memory card.
- 9. compress or zip files.
- 10. delete or restore files.
- 11. print documents and change the default printer and settings.
- 12. run anti virus software and understand what SPAM is.
- 13. create shortcuts.
- 14. know health and safety issues regarding PC use.
- 15. understand the terms of copyright and data protection.
- 16. start up and shut down the PC.