

# Introduction to PCs and Microsoft Windows

Darwin

**Human Resource &  
Computer Academy**

*training for your future*

## GENERAL INFORMATION

### Duration

2 Half Days or 1 Full Day

### Cost

\$445\* GST- Exempt

Includes training reference manual

\*Subject to numbers or can be run 1-2-1 at \$190 per hour

### Prerequisite

Minimum typing speed of 20 wpm.

### Objectives

To provide a thorough understanding of the comprehensive concepts and skills that will enable the participant to effectively use a PC and the Windows Environment.

### Methodology

Group and individual instruction, hands on practical exercises, visual aids, comprehensive course documentation.

### Competency Assessment

This will be issued to trainees upon completion of training session.

### Expected Outcome

By the end of the course the participant should be able to use the following functions and features of PCs and Windows

## CONTENT

### Computer Fundamentals

- Hardware
- Software
- Networks

### Computer Orientation

- Starting the Computer
- Log In Process
- Checking for Viruses
- Working with Windows
- Using the Mouse
- Common Screen Elements
- Using the Keyboard
- Shut Down the Computer

### Customising Windows

- Changing Program Windows
- Changing the Desktop Background
- Changing the Mouse Settings
- Date and Time Settings
- Help Features
- Trouble Shooting
- Soft Re-Boot Techniques
- Using Help Options

### File Management Overview

- Filing before Computers
- Filing with Computers
- Terminology
- Drives That May Affect You
- Working with Folders
- Working with Files
- Access to the Drives, Folders and Files

### Working with Windows Explorer

- Starting Windows Explorer
- Elements of Windows Explorer
- Naming Procedures
- Creating a Folder
- Renaming Folders
- Deleting Folders

## Using your Electronic Filing System

- Creating a Document in Word
- Copying Files
- Copy from Disk
- Moving Files
- Deleting Files
- Using the Recycle Bin
- Finding Files
- Printing a File

## Additional Features

- Format Disks
- Create Shortcuts
- Printing Options
- Alternative Methods
- Working with Subfolders
- Terms and Definitions

COURSE OUTLINE

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For bookings contact us on:

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