

# Computer Basics

## Course Description

---

The main objective of this course is to introduce you to some of the essential commands, functions, and capabilities of today's desktop computers and Microsoft Windows. It is designed for computer users who want to become comfortable with their operating system and want to gain a more thorough understanding of the world's most popular operating software.

**Course Duration: 7 hrs**

## Basic Skills Checklist

---

The following list summarizes skills that students will be comfortable with after this course.

- Understand how to manage and manipulate multiple windows
- Get familiar with computer terminology
- Use and customize Windows screen
- Set up filing system
- Navigate in Internet using basic browsing tools
- Learn security tips
- Download and install programs
- Learn the correct startup procedure
- Discovering the desktop
- Using the mouse more effectively
- Associating computer components on screen
- Checking available disk space
- Discovering file sizes
- Creating sample files

## Course Prerequisites

---

Computer Basics is an introductory course and requires no prerequisites.

All our courses are backed by our guarantee. We provide authorized Microsoft manuals for every course, Microsoft approved practice exercises, free backup and support. Please check with us about our free refresher policy.

