

## INTRODUCTION TO COMPUTERS

Available Dates: **Request Dates**

Class Length: **1 day**

Cost: **\$299**

[Email Computer Visions about this class](#)

### **Class Outline:**

#### **Description:**

This course is for students who have little or no experience with personal computers and who want to learn the basics. Students will learn about the main components of a typical computer system and the basic elements of the Windows XP or Windows 7 interface. Students will learn how to navigate in Windows Explorer, organize files and folders, search for items on their computers, and personalize Windows. Students will also learn how to browse the Web with Internet Explorer and how to protect their computers from malware.

#### **Table of Contents:**

##### **Unit 1: Computer basics**

Topic A: Computer components

Topic B: What makes computers work

##### **Unit 2: Managing computer contents**

Topic A: Storing items on your computer

Topic B: Working with folders

Topic C: Working with files

##### **Unit 3: Searching for content and using Help**

Topic A: Searching for data on your computer

Topic B: Windows Help and Support

##### **Unit 4: Customizing Windows**

Topic A: Shortcuts

Topic B: Gadgets

Topic C: System settings

##### **Unit 5: Using the Internet**

Topic A: Browsing the Web

Topic B: Customizing Internet Explorer

Topic C: Social networking

##### **Unit 6: Security and maintenance**

Topic A: Basic security

Topic B: Routine maintenance