

Introduction to PC's

What Can You Expect?

This course is designed for a user who has never used a personal computer, and needs to learn the foundational skills in order to operate a computer within their work environment.

What Is Required From You?

You should be able to understand, read and write in the English language. ABET or equivalent knowledge is essential for attending this course.

1 Day Course Content

Introduction to Computer Hardware

- Monitor and Central Processing Unit (CPU)
- Disk Drives & Memory
- Keyboard & Mouse
- Printer

Keyboard Orientation

- Typewriter & Numeric Keys
- Function Keys
- Cursor Movement Keys
- Caps Lock vs Shift Key
- Enter, Spacebar & Tab Keys
- Basic Typing Drills

Mouse Handling

- Navigate using the Mouse
- Understand & use Mouse Buttons

What Will I Take Back To Work With Me?

When you walk out of the door with your certificate in hand, you will be able to understand Computers better.

