



INNOVATIVE MANAGEMENT & PROFESSIONAL TRAINING

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INTRODUCTION TO COMPUTERS

(A 6 Hour Program)

Increase your competence in working with computers!!

Learn more about the basic components of a computer system and how you can use technology to meet your needs. In addition, learn the basics of using the Internet, Microsoft OUTLOOK, WORD, and EXCEL.

Course Content

- ⌚ **Computer Basics**
 - Components of a computer system
 - Computing terminology
 - Startup
 - Shutdown
 - Navigating with the mouse
 - Using the Keyboard

- ⌚ **Outlook and Internet Basics**

- ⌚ **EXCEL Basics**
 - Starting Excel
 - Navigating in a Workbook
 - Opening an Existing Workbook
 - Editing a Worksheet
 - Print and Print Preview Features
 - Saving and Exiting a Workbook
 - Changing the Font
 - Selecting Cell Ranges
 - Modifying Column Width and Row Height
 - Entering Data in EXCEL

- ⌚ **WORD Basics**
 - Starting Word
 - Identifying the Parts of the Word Screen
 - Document Creation
 - Keying & Editing Text
 - Naming and Saving a Document
 - Opening, Printing and Closing a Document
 - Moving Within a Document
 - Undo and Redo Commands
 - Selecting Text
 - Saving a Revised Document
 - Using Cut, Copy and Paste

Maximum No. of Participants: 8