

COMPUTERS FOR THE TERRIFIED

DURATION: 4 - ½ DAY SESSIONS

Overview The basic skills required to operate a computer will be covered, providing the skills to realise/release your potential.

Target: Absolute Beginner

- Aims & Objectives:**
- Gain mouse control
 - Understand IT Terminology
 - Keyboard Familiarity
 - Common shortcuts to speed up your actions
 - Hands -on experience to:
 - Create Documents
 - Design Posters
 - Send Emails
 - Utilise a Simple Budget Spreadsheet
 - Surf the Net.