

The Reluctant Mouse

Affordable, flexible computer training for work and home



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Course Outline - Computing for Absolute Beginners



Aims

To introduce new users to the basics of home computing, including the mouse & keyboard, the internet & email

Learning Objectives

By the end of the course learners will be able to switch on and correctly shut down their home computer, use a mouse or other pointing device, understand special keyboard keys, open and close programs, type text, connect to the internet, use a search engine, visit and navigate around websites, log in to and out of an online email account, send and receive emails.

Previous Knowledge/Experience

Absolutely none. If you “don’t even know how to switch one on” this course is for you!

Duration

10x2 hr classes

Topics

- ♥ Using a mouse or other pointing device
- ♥ Switching on and shutting down correctly
- ♥ Typing and correcting text
- ♥ Connecting to the internet
- ♥ Navigating around websites
- ♥ Using a search engine
- ♥ Creating and logging in to email
- ♥ Sending and receiving emails
- ♥ Saving files
- ♥ Moving files to a memory stick

Follow-on Courses

- ♥ Get More From Your Home Computer
- ♥ Specific Short Courses

Course content may change at the trainer’s discretion to suit the needs of delegates on the day.