

# The Reluctant Mouse

Affordable, flexible computer training for work and home



The Reluctant Mouse

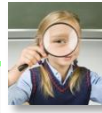
T: 01252 623499

E: [outline@thereluctantmouse.co.uk](mailto:outline@thereluctantmouse.co.uk)

W: [www.thereluctantmouse.co.uk](http://www.thereluctantmouse.co.uk)



## Course Outline - Getting More from Your Home Computer



### Aims

A follow-on course to introduce new users to some more things to do on a home computer.

### Learning Objectives

By the end of the course learners will have an understanding of some of the current computing trends such as social media, and of the importance of security. You will be able to upload photos from your camera to your computer and transfer files to a memory stick. You will also gain a basic understanding of the use of wordprocessing and spreadsheet programs, and of the opportunities the internet offers for research, and for buying and selling.

### Previous Knowledge/Experience

Learners should have completed the Absolute Beginners course or already have basic computer skills, including using the internet.

### Duration

10 x 2 hr classes

### Topics

- ♥ Surfing the internet with confidence.
- ♥ Refining searches in search engines and websites.
- ♥ Understanding principles of security when using the internet.
- ♥ Sending and receiving emails including attaching and saving files.
- ♥ Introduction to social media - overview of Facebook, Skype, Twitter and YouTube.
- ♥ Creating, formatting and saving simple documents using Word.
- ♥ Creating, formatting and saving simple spreadsheets using Excel.
- ♥ Uploading photos, and basic editing.
- ♥ Creating folders, moving and copying files.
- ♥ Moving files to and from other devices.
- ♥ eBay, an overview.

### Previous/Follow-on Courses

- ♥ Computing for Absolute Beginners
- ♥ Specific topic short courses

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