



Computers - Introduction

Aim of Program	This session will introduce participants to the basics in the Windows environment, the concept on using the mouse, saving and locating files, using a webmail and learning to use the Intranet/Internet. This session is highly recommended to participants who have no computer skills. It provides participants with an understanding of a PC's capabilities, how to run programmes and understand the file structure.
Program Structure	<p>This session will be broken down into 5 components:</p> <ul style="list-style-type: none"> ▶ Using Windows Logging on, changing passwords, shutting down, learning to start applications and customising your desktop. Learn the concept of moving your mouse, single-clicking, double-clicking, drag and drop and right-clicking your mouse. ▶ File Management and Network Drives Understand the concept of file management, understand the different learn to create folders, learn to move and copy files from folders, deleting and renaming files. ▶ Using Intranet/Internet Learn the basic skills to get you familiarise with the Intranet, learn how to navigate and download from the Internet, improve your search capabilities to find what you're looking for, and learn how to bookmark your favorite web-sites. ▶ Searching successfully on the Internet Understand and use search engines on the Internet and apply Boolean expression on the searching components, i.e. learn to use the AND, OR and NOT statements. ▶ Using Email Learn and use an email system (i.e. Webmail). Learn to read, create and manage emails.
Program Enrolment	The program is limited to 8 participants.
Program Duration	1 Day: 9:30am - 4:00pm
Pre-requisite	Nil
Facilitator	Andrew Chong, SATT Simple as that Training
Program Dates, Registration & Fee	Go to link below for Program Dates , Course Registration and Course Fees : http://www.westernhealth.org.au/EducationandResearch/Education/Pages/Courses-and-Inservices.aspx

Compassion Accountability Respect Excellence Safety

CENTRE FOR EDUCATION

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