



Introduction to Personal Computers Using Windows 10 & Microsoft Office 2016



Topics Covered:

Healthy Computing

- Work Health and Safety
- Performing a Computer Risk Assessment
- Setting Up an Ergonomic Workstation
- A Good Working Environment
- Breaks and Exercises
- Specifications and Standards
- Influenza in the Workplace
- Social Problems of Computer Addiction

Computer Hardware

- The Main Parts of a Personal Computer
- The Central Processing Unit
- Computer Speed
- Computer RAM
- Computer ROM
- External Hardware Components
- Computer Peripherals
- Keyboards
- Input Devices
- Output Devices
- Storage Devices
- Device Connections
- Connecting Peripherals Wirelessly
- Internal Hardware Devices

Software

- Types of Software
- Software Versions
- Operating System Software
- Application Software
- Graphical User Interface
- Systems Development

Starting With Windows 10

- What Is Windows
- Turning on the Computer
- Signing in to Windows
- The Desktop
- The Start Menu
- The Taskbar
- The Search the Web and Windows Bar
- Using Windows Search
- Changing the Windows Search Settings
- Windows Store Apps
- Putting Your Computer to Sleep
- Shutting Down Your Computer
- Working With Desktop Windows
- Starting Desktop Programs and Apps

- The File Explorer Window
- Working With the File Explorer Ribbon
- Using the File Explorer Ribbon
- Using the File Tab
- Minimising and Maximising a Window
- Resizing a Window Using a Mouse
- Moving a Window on the Desktop
- Switching Between Open Programs
- Snapping Windows
- Shaking Down Windows
- Working With Task View
- Understanding Virtual Desktops
- Creating a New Virtual Desktop
- Working With Virtual Desktops
- Scrolling in a Window
- Closing Desktop Programs
- Other Ways to Open Desktop Programs
- Using Common Windows Apps**
- Starting the Mail App
- Adding Accounts to Mail
- Working With Mail Messages
- Starting and Navigating the Calendar App
- Scheduling Meetings
- Opening PDFs and XPS Files in the Reader App
- Using Reader
- Using the Maps App
- Data Storage on Your Computer**
- Understanding Data Storage in Windows
- Understanding File Explorer
- Opening File Explorer
- Viewing Storage Devices Using File Explorer
- Viewing Network Connections
- Understanding USB Flash Drives
- Working With Folders**
- Understanding Folder Hierarchy
- Navigating the Folder Hierarchy
- Understanding Personal Folders
- Accessing Your Personal Folders
- Creating a New Folder
- Copying a Folder
- Moving a Folder
- Renaming a Folder
- Deleting a Folder
- Viewing the Hierarchy Path
- Changing Folder Views

Working With Files

- Understanding Files
- Creating a Simple File
- Exploring Files in Windows
- Copying a File
- Renaming a File
- Selecting Files
- Copying Multiple Files
- Replacing Files
- Moving Files
- Copying Files to a USB Flash Drive
- Setting Files as Read Only
- Deleting Files
- Deleting Folders With Files
- Common File Types

Word Processing

- Understanding Word Processing
- Types of Word Processed Documents
- Starting Microsoft Word
- Understanding the Start Screen
- Creating a New Blank Document
- Typing Text Into a Document
- Saving Your New Document
- Typing Numbers Into Your Document
- Inserting a Date Into Your Document
- Checking the Spelling in Your Document
- Making Basic Changes to Your Document
- Saving Changes to an Existing Document
- Printing Your Document
- Safely Closing Your Document

Spreadsheets

- How Spreadsheets Work
- The Characteristics of a Spreadsheet
- What a Spreadsheet Can Do
- The Appropriateness of Spreadsheets
- Starting Excel From the Desktop
- Understanding Workbooks
- Using the Blank Workbook Template
- Typing Text
- Saving a New Workbook
- Typing Numbers
- Typing Dates
- Typing Formulas
- Easy Formulas
- Making Basic Changes
- Easy Formatting
- Printing a Worksheet
- Charting Your Data
- Safely Closing a Workbook

About the Internet

- The Internet and the World Wide Web
- How the Internet Began
- Connection Requirements
- Understanding Web Browsers
- Understanding Search Engines
- Understanding Web Addresses
- Key Terms and Internet Jargon
- Cookies and Caches

Microsoft Edge Basics

- Starting Microsoft Edge From the Desktop
- The Microsoft Edge Screen
- Working With the Hub
- Displaying the Favourites Bar
- Going to a Specific URL
- Reading View
- Controlling the Browser Window Size
- Activating a Hyperlink
- Activating an Image Link
- Closing Microsoft Edge

Navigating Web Pages

- Understanding the New Tab Page
- Adding New Tabbed Pages
- Working With Tabbed Pages
- Closing Pages
- Zooming
- Using the Back and Forward Tools
- The Browsing History
- Stopping and Refreshing Pages

Searching the Web

- Understanding How to Search Effectively
- Using the Address Bar to Search
- Adding Search Providers
- Using a Different Search Provider
- Setting Your Default Search Provider
- Searching Based on a Keyword
- Searching Based on a Phrase
- Combining Selection Criteria
- Finding Information on a Page

Using Email

- Starting Outlook From the Desktop
- Common Outlook 2016 Screen Elements
- The Mail Screen
- Composing an Email Message
- Creating a New Message
- Sending the Message
- Understanding the Inbox
- Retrieving Email
- Opening an Outlook Data File
- Reading Messages
- Deleting Messages

Course Details:



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Duration:

1 Full Day

After attending this workshop participants will know how to:

- work safely with your computer, consider your impact on the environment and manage
- files and folders efficiently
- explain the various hardware components of the computer
- understand the various types of software
- work with the basic components of the Windows 10 interface
- work with desktop program and app windows
- work with several of the default Windows apps
- understand data storage and navigate your computer's drives, folders and files
- navigate the folder hierarchy and work with folders
- manage files on your computer
- understand the history of word processing and the types of documents that can be wordprocessed
- understand some of the key underlying concepts of spreadsheets
- understand some of the theoretical aspects of the internet
- use Microsoft Edge to access the internet, search for and locate information
- navigate web pages
- understand and conduct effective searches of the internet
- start Microsoft Outlook and navigate its key features