



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:



Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

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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