INTRODUCTION TO COMPUTING AND WINDOWS

Non-Credit Bearing

Build confidence in using a computer and navigating Windows efficiently

In today's digital world, basic computer skills are essential for both professional and personal success. This one-day course is designed for individuals who are new to computers or need a structured introduction to computing fundamentals.

Through practical, hands-on exercises, you will learn how to navigate Windows, manage files and folders, and use essential built-in applications. By the end of this course, you will feel more confident using a computer for everyday tasks.

Unlock the world of technology - take the first step toward mastering computer skills today!

PRE-REQUISITE

- No prior knowledge or experience in working with computers is needed
- A positive attitude and willingness to learn

WHO SHOULD ATTEND

- Individuals with little to no experience using a computer
- Professionals looking to build a foundational understanding of computing
- Anyone who wants to improve their confidence in navigating Windows

HOW YOU WILL BENEFIT

- Learn basic computer terminology and functions
- Develop essential navigation skills in Windows
- Gain confidence in managing files, folders, and applications

One-day course 08:15am-16:00pm
Tel: (031) 267 1229
sales@kznbtc.co.za / www.kznbusinesstraining.co.za

TOPIC	WHAT WE WILL COVER
Introduction: **Hardware Basics**	• Basic terminology • Tower, hard drive, ports, USB devices • Screen, keyboard, mouse • Printers and their functionality
Module 1: **Windows Basics**	• What is Windows? • Using the mouse and keyboard correctly • Navigating the Windows desktop, taskbar, and start menu • Maximising, minimising, restoring, and resizing windows • Opening, closing, and managing multiple windows
Module 2: **Windows Explorer**	• What is Windows Explorer (File Explorer)? • Creating and organising folders • Naming a folder • Finding files and folders efficiently
Module 3: **Windows Accessories**	• Using the calculator, WordPad, and Paint • Opening and saving files • Starting a new document
Module 4 **Managing Files in Windows Explorer**	• Selecting, renaming, copying, and moving files • Deleting files and managing the recycle bin • Restoring or permanently deleting files • Emptying the recycle bin securely

One-day course 08:15am-16:00pm
Tel: (031) 267 1229
sales@kznbtc.co.za / www.kznbusinesstraining.co.za