

Introduction to PC Concepts and Windows

Windows version 10 or 11

Description

A course for complete beginners. You will learn what hardware and software is, how to operate a personal computer using Windows. Includes a free typing tutor for keyboard skills.

Duration

1 day (2 days depending on the experience of the user)

Unit Standards

SAQA US ID: 117925: Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner, NQF Level 2 Credits 3

Pre-requisites

Read, write, communicate and comprehend at least at GET level.

Course content

Module 1: Personal Computers

- What is a computer
- Types of computers

Module 2: Hardware

- Components of a PC
- How a computer works
- What is the system unit
- What are input devices
- What is an Output device
- What is an Input/Output device?
- What is a storage device
- What is a peripheral device
- Computer performance

Module 3: Networking

- Data communications
- What is a Network
- E-mail
- What is the Internet
- How do you access the Internet

Module 4: Software Components of a computer

- What is Computer Software
- Operating Systems Software
- Application software

Module 5: Starting up and shutting down the PC

- Starting up
- Shutting Down Windows
- Problems with Starting
- System Hangs
- System Error messages

Module 6: Using Windows

- Desktop, icons
- Start menu
- Starting Programs
- Understanding a Window
- Menus
- Dialog Boxes
- Working with more than one Window
- Rearranging Windows on the Desktop

Module 7: Files and Folders

- File Explorer
- Documents
- Control Panel
- Drives, Folders and Files
- Opening Folders
- Opening Files
- Changing the View
- Printing a file
- Printers

- Changing Display properties

Module 8: Managing Files and Folders

- Selecting Files or Folders
- Creating Folders
- Moving and Copying Files between Folders and Disks
- Copying files to another disk
- Deleting Files or Folders
- Restoring Deleted Files
- Emptying the Recycle Bin
- Renaming Files or Folders
- Creating Shortcuts on the Desktop
- Find File

Module 9: The Internet

- The World Wide Web
- HTML
- Understanding browsers
- Surfing the Internet
- Using Search Engines, eg. Google
Chrome, Microsoft Edge, Bing
- Favorites/bookmarks
- Changing your home page