PC Fundamentals: Windows 11 and Office 365 Training

Duration: **1 Day**

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Overview

This course will give you the confidence to start effectively and efficiently using a computer, identify and use key components and gain valuable skills to explore further. The course is highly interactive with plenty of hands-on exercises and examines Windows 11 and Microsoft Office 365

Prerequisites

Delegates are not expected to have gained any prior knowledge of PCs before they attend this course. However, it is strongly recommended that they have some keyboard and mouse experience.

Target Audience

This course is designed for people who are not familiar with computers and want to know more. For instance, if you want a career change, or are returning to work after a break, or just want to understand why and when to use the available functions.

What You Will Learn

- Get started with your PC
- Work in a Windows environment
- Manage files with File Explorer
- Understand common Microsoft Office 365 elements
- Work with the basics of Word and Excel
- Complete basic tasks in Outlook