

PC Fundamentals - Office 2016 and Windows 10

Learn via: **Classroom**

Duration: **1 Day**

<https://bilginc.com/en/training/pc-fundamentals-office-2016-and-windows-10-3044-training/>

Overview

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.

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 10 and Microsoft Office 2016.

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.

What You Will Learn

Delegates will learn how to

- Switch on and log on and off
- Use and configure the mouse
- Understand computer terminology, such as hardware, software and operating systems
- Work with windowed applications
- Manage files and folders
- Create simple documents and spreadsheets in Microsoft Office

Outline

Module 1: Getting started

- Switching on, logging on, off and locking the computer
- Identify important keys on the keyboard
- Use and configure the mouse
- Understand the Windows environment

Module 2: Hardware, software and operating systems

- What are they?
- Different screen elements
- Common document tasks

Module 3: Working with windowed applications

- Minimize, Maximize and Restore Down
- Resizing windows
- Splitting the screen
- Switching between applications and multitasking

Module 4: Managing files

- Managing files with File Explorer
- Understanding local, network and Cloud storage
- Working with folders
- Copying and moving files
- Working with USB sticks/drives
- Opening, saving and closing files
- Working with .zip files

Module 5: Working with Microsoft Office applications

- Using Microsoft Word to create simple documents
- Creating simple spreadsheets in Microsoft Excel
- Using Copy and Paste

Appendices may be covered, if time permits.

Appendix 1: Browsing the Internet

- Browsing the Internet
- Search engines
- Working with Favorites

Appendix 2: Simple troubleshooting

- Common ports
- The Help function

Appendix 3: Display options

- Adjusting the display size
- Connecting an external display