PC Fundamentals: Windows 10 and Office 365 Eğitimi

Süre: **1 Gün**

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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 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.

What You Will Learn

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