



Training Course Information

Course Name:	An Introduction to Computers
Course Overview:	This course is for new computer users and will familiarise them with the computer interface. Information users should know before using specific programs, including basic computer terminology, is also addressed.
Topics Include:	<ul style="list-style-type: none">• Logging on• Start menu• Taskbar• Wallpapers• Screensavers• Properties• Icons, Files & Shortcuts• My Documents & My Computer• Shutting Down• Computer Terminology
Pre-Requisites:	None
What's Next?	The Basics (Internet & Word Processing)
Note:	Each course can be tailored and/or combined with other courses to suit the client's needs.