



Computer Basics

WHY TAKE THIS COURSE?

This course is aimed at the absolute beginner. All the basics will be covered starting with switching the computer on to finally printing out a finished piece of work. The sessions will take place in a completely informal and friendly atmosphere where you can work at your own pace.

WHAT ARE THE KEY TOPICS IT WILL COVER?

This course will cover an introduction to the machine itself and how to get it working, using the mouse and keyboard, familiarisation with some of the functions that are common to all computers including applications for word processing professional looking documents such as letters, leaflets and posters. The course will also cover basic file management techniques such as backing up work to removable storage, deleting unwanted files and creating folders to organise your work.

WHO WILL THE COURSE SUIT?

If you have missed out on the computer revolution, feel nervous about computers, or maybe just bought a computer and don't quite know what to do with it, then this is the course for you. You must be over 19 years of age.

IS THERE A QUALIFICATION AT THE END OF THE COURSE?

No, but you will keep a record of your achievement throughout the programme, which will enable you to access more advanced courses.

Working in partnership with

Warrington
Borough Council

