



4D Group

Computer Confidence

Who would benefit?

This course is for those who spend relatively little time on a computer and want to send/reply/forward emails, browse the internet, understand software terms and print information.

Objective

The individual will gain an understanding of computer terminology, to be able to find and print information from the internet and reply and create e-mail messages using Outlook.

Content

Discussion around individual's needs

Terminology and PC peripherals.

Internet origins:

- how it works

- ways to connect.

Use URL.s to navigate Web sites.

Navigate the Web efficiently.

Keep lists of favourite Web sites.

Retrace your steps.

Virus awareness.

Create, reply, forward messages.

Use address book.

Store a distribution list.

Work with attachments.

Schedule appointments in the calendar.

Duration

Half day