Computer Literacy & Skills for Productivity

Duration: 8 Hours (1 Day)

Course Overview: This course is very practical and applicable. It focuses on teaching you skills you can use. Knowing how to use computers well is essential in our day-and-age. This course will give you the skills you need to use computers well.

Table of Contents:

Computer basics

- Introduction
- How computers work - part 1
- How computers work - part 2
- Review - how computers work
- The power symbol
- Electricity surges
- Hazards
- RSI

Windows basics

- Right click
- Customize your desktop
- Customize taskbar
- Start button
- Search box
- Power off
-

File management

- Windows explorer
- Working with windows
- Organizing folders

Short-cut keys

- Introduction
- Copy cut paste
- Undo and redo an action
- Moving files
- Multiple selections
- Select all
- Shift + arrow keys
- Arranging applications

- Alt tab

Hands-on Exercises -

- Introduction
- Copy and paste a file
- Cut and paste a file
- Organize open windows
- Undo & redo an action
- Change the size of a window
- Create a folder structure
- Auto hide your taskbar
- Change your desktop picture

Mastering files

- View files
- Grouping files
- Find files
- File extensions
- Open with
- The trash
- Compressing files

Mastering the web

- Introduction
- Browsers
- Searching better
- Making better choices
- Password managers
- Two-step authentication
- Anonymous browsing
- Chrome extensions
- Bookmarks