KOENIG SOLUTIONS · COURSE OUTLINE

Computer Literacy: Windows, Files & Web Basics

Learn to operate Windows, manage files and folders, and browse the web safely and efficiently.

1 Day	6	42	9
8 HOURS	MODULES	TOPICS	HANDS-ON ACTIVITIES

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.

WHO THIS COURSE IS FOR

Computer Beginners | **Office Staff** | **Administrative Assistants** | **New Windows Users**

LEARNING OBJECTIVES

- Explain how computers work and basic electrical safety
- Customise the Windows desktop, taskbar and start menu
- Organise files and folders using Windows Explorer
- Apply shortcut keys to copy, cut, paste and undo actions
- Manage files by viewing, grouping, finding and compressing them
- Identify file extensions and open files with suitable programs
- Compare web browsers and apply better search techniques
- Apply password managers and two-step authentication for safer browsing

COURSE SYLLABUS

6 Modules, 42 Topics

01

Computer Basics

TOPICS

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

02

Windows Basics

TOPICS

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

03

File Management

TOPICS

Windows explorer · Working with windows · Organizing folders

04

9 Hands-on Exercises

Short-cut Keys

TOPICS

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

05

Mastering Files

TOPICS

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

06

Mastering the Web

TOPICS

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

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
04	**Short-cut Keys**	■ 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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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