# PC Skills (MS Windows) (2011)

**Duration:** 1 Day

**Membership:** This course is intended for delegates with little or no experience with a PC or those who feel that formal training with the basics of MS Windows would be advantageous. This course is designed to enable individuals to use a PC more effectively within the context of their job.

**Objectives:** On completion of this course delegates will be able:

- To use a keyboard and mouse more effectively
- To navigate Windows with confidence using the basic screen controls
- To appreciate how Windows applications such as MS Word and MS Excel will improve their own productivity
- To track, manage and organise saved work using Windows Explorer
- To e-mail colleagues successfully with or without the use of the course notes.

**Structure:** Each course will consist of 4 sessions divided into modules of work.

**Content:**

- PC Overview
- Using Windows
- Using Word
- Using Excel
- Windows Explorer
- Using MS Outlook (e-mail)
- Customising Windows

**Pre-requisites:** Familiarity with the basic functions of a PC keyboard and mouse is advantageous

**Contact:**

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