



Course Code	How will I do this course?	Level	How long will this course take?
100756IC002	You can choose to learn over the Internet or combine using a CD-ROM with the Internet*	One	15 hours



This course can help you work towards a formal assessment for a recognised qualification: OCR New CLAIT

**If you have a slow internet connection, we recommend you use the combined internet and CD-ROM to get the most out of this course. If you have a faster connection, such as Broadband, you may prefer to learn online without the need for the CD-ROM*

Is this the right course for me?

This course is ideal if you know the basics of using a computer such as using the keyboard and mouse, but now want to improve your IT skills. And don't worry if you want to learn from home but don't have access to a high-speed Internet connection – the CD-ROM means you can follow the course on your own home PC even if you don't have Broadband!

Description

Want to learn how to use a computer safely and securely? Keen to develop new IT skills to help you get ahead? This course gives you plenty of hands-on practice as you develop IT knowledge and confidence.

As you learn, there are plenty of handy fact files to print out and collect. These take away guides are a great way to help you remember all the new skills – and are useful to refer back to long after the course has finished.

From beginning to end, plain, jargon-free English is used to help you feel comfortable around computers – no matter how nervous you are! The course begins by looking at the different parts of a typical desktop computer system and helps you to master the basics – from switching the computer on to understanding the most common IT terms. Then you'll learn how to find your way around the computer – how to open a programme, how to use it and how to shut down your computer when you have finished.

Next, you'll have the chance to create and save a simple document – and you'll learn how to find it again later! Then you'll be shown how to make changes to a document and how to print it.

Finally, you'll learn about computer security – how to set up a password to make your computer more secure, how to back up files so they don't get lost and how to protect your computer against viruses.

What will I learn?

On completion of this course you will be able to:

- Log on and close down a computer safely
- Use the basic functions of the computer desktop
- Navigate and use programs, menus and windows
- Create and save a text document
- Organise files and folders
- Find, change and save an existing document
- Print a document
- Understand the importance of computer security and use a password
- Personalise the desktop by changing computer settings
- Apply your new skills to complete the final course activity

What skills do I need to go on this course?

To get the most from this course, you should have some experience of using a computer.

Course modules

- The personal computer system
- Navigating the system
- Creating a written document
- Changing a written document
- Personalise Windows

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