

# PC Fundamentals

A 3 day **Hands on** training course



## Description

A basic introductory course for those who have never worked with PCs before. The principle target audience is for those who will become PC support people.



## Key outcomes

By the end of the course delegates will be able to:

- ✓ Cable PCs.
- ✓ Perform preventive maintenance on PCs.
- ✓ Run Windows and start applications.
- ✓ Use Microsoft Office applications.
- ✓ Customise Windows.



## Training Approach

This structured course uses Instructor Led Training to provide the best possible learning experience. Small class sizes ensure students benefit from our engaging and interactive style of teaching with delegates encouraged to ask questions throughout the course. Quizzes follow each major section allowing checking of learning. Hands on sessions are used throughout to allow delegates to consolidate their new skills.



## Details

### Who will benefit?

Anyone new to PCs.

### Prerequisites

None.

**Duration:** 3 days

**Overall rating:**



### Generic Training



Generic training compliments product specific courses covering the complete picture of all relevant devices including the protocols "on the wire".

*"Friendly environment with expert teaching that teaches the why before the how."*  
G.C. Fasthosts

### Small Class Sizes



We limit our maximum class size to 8 delegates; often we have less than this. This ensures optimal interactivity between delegates and instructor.

*"Excellent course. The small class size was a great benefit..."*  
M.B. IBM

### Hands On Training



The majority of our courses use hands on sessions to reinforce the theory.

*"Not many courses have practice added to it. Normally just the theoretical stuff is covered."*  
J.W. Vodafone

### Our Courseware



We write our own courses; courseware does not just consist of slides and our slides are diagrams not bullet point text.

*"Comprehensive materials that made the course easy to follow and will be used as a reference point."*  
V.B. Rockwell Collins

### Customise Your Course



Please contact us if you would like a course to be customised to meet your specific requirements. Have the course your way.

*"I was very impressed by the combination of practical and theory. Very informative. Friendly approachable environment, lots of hands on."*  
S.R. Qinetiq

# PC Fundamentals

## Course Content

### PC hardware

Overview of components inside a PC, cabling up a PC, preventive maintenance, cleaning mice, hardware screen controls, booting a PC.

### Windows overview

Versions of Windows, Starting Windows, logging on, shutting down.

### Using Windows

The desktop, the start menu and submenus, getting help, shutting down Windows, switching between applications, sizing and controlling windows, special keys on the keyboard.

### Accessing files and folders

Folders and files, Windows explorer, IE, creating, viewing and manipulating folders, creating, viewing and manipulating files, permissions, bits and bytes, the recycle bin, undeleting and undoing, formatting floppy disks, using floppy disks

### DOS

Accessing DOS, basic DOS commands, drives.

### Microsoft Office

Word documents, Excel spreadsheets, emails, browsing the Internet, printing files, managing print queues.

### Printing

Overview, printing, properties

### Customisation

Customising the task bar, customising the start menu. The control panel, mouse and display properties, Desktop settings, setting the date and time.

### Networking overview

Workgroups and domains, Accessing file and print resources.

## What our customers say

*"Absolutely brilliant, very knowledgeable and helpful trainer would recommend to teach anyone. Kept me interested 100% of the time which is very impressive as this does not happen often, if at all!"*

O. B. Network Rail

*"The best technical course I've been on!"*

L. W. Fujitsu Telecoms Europe

*"Very well thought out and structured course. Would recommend 100%. Lots of equipment, good quality."*

A.R. Unipart

*"Course content is interesting. Relevant to current systems and presented well."*

S.S-T. Arqiva

