

COMPUTER BASICS

SHORT COURSE



1 Day

DURATION



R2100pp

COST



Yes

IN PERSON



Yes

ONLINE

The purpose of is to create an understanding of computers and the role of computers in the workplace.

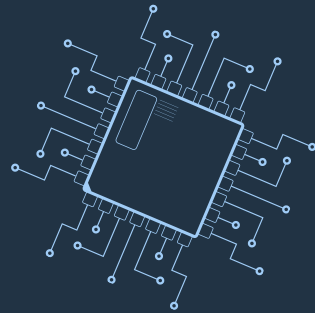
DEFINING THE CONCEPT FOR A COMPUTER

Understanding what a computer is by looking at the different components that make up a computer. The importance of maintaining a computer, and the best ways to do that, and the advantages and disadvantages of a network.

THE DIFFERENCE BETWEEN COMPUTER SOFTWARE AND HARDWARE

The difference between computer software and computer hardware components.

A look at various computer software programmes and those most frequently used in the Microsoft Bouquet, and how the main functions of these various programmes work.



PUTTING COMPUTER BASICS INTO PRACTISE

- Practically applying the basic functions of a computer, such as setting up, turning on, power supply.
- Practically applying the steps to open and close a basic computer programme.
- Practically using a basic work document on the computer
- Completing a practical task
- Using the printed document as assessment to gauge knowledge of the computer programme.



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