

Computer Literacy

What Can You Expect?

This course is designed for a user who has never used a personal computer, and needs to learn the fundamental skills in order to operate a computer in their work environment.

What Is Required from You?

You should be able to understand, read and write in English. ABET or equivalent knowledge is essential for attending this course.

Unit Standard Alignment

SAQA ID: 116932

NQF Level: 1

Credits: 3

US Title: Operate a personal computer system

3 Day Course Content

Day 1

Introduction to Computer

Hardware

Monitor and Central
Processing Unit (CPU)
Disk Drives and Memory
Keyboard and Mouse
Printer

Keyboard Orientation

Typewriter and Numeric Keys
Functions Keys
Cursor Movement Keys
Caps Lock versus Shift Key
Enter, Spacebar and Tab Keys
Basic Typing

Mouse Handling

Navigate using the Mouse
Understand and Use Mouse
Buttons

Understanding Ergonomic principles

Environmental Conditions
Health and Safety

Day 2

Introduction to Windows

Work with the Desktop
Use the Mouse Effectively
Move and Arrange Icons
Work with individual Windows
Resize and Move Windows
Choose Commands and Options
Manage Multiple Windows
Work with Dialog Boxes
Explore the Start Menu
Use Windows
Accessories
Start Application Programs Get
Help / Support
Files and Folders
Shut Down Microsoft
Windows

Day 3

Overview of Applications

Understand and Use Different
Application Programs

Word Processing

Create, Save, Open and Close a
Document
Understand and Use Save As
Edit a Document
Use Basic Text Formatting Options
Preview and Print a Document

Spreadsheets

Create, Save, Open and Close a
Spreadsheet
Understand and Use Save As
Edit a Spreadsheet
Use Basic Cell Formatting Options
Preview and Print a Spreadsheet

Email

Create New Message
Attach a File
Send and Receive Messages
Delete a Message
Print a Message

What will I take back to work with me?

When you walk out of the door with your certificate in hand, you will have a better foundational knowledge and understanding of Computers. This course will allow you to build confidence and continue your learning path with basic application training.