



eTraining & Services

Providing you with the Dedication and Quality you deserve.

Introduction to Computer Technology

Overview of the Personal Computer

- Booting
- Computer Hardware, Software and Operating Systems
- Computer Directories (folders) and Files

Windows Operating System Fundamentals

- Using the Mouse
- Starting Up and Shutting Down Windows Properly
- The Windows Desktop, Application & Document Windows Icons
- Sizing, Minimizing, Maximizing, Restoring and Moving Windows
- Menus, Shortcut Menus and Dialog Boxes
- My Computer, My Documents & My Network Places
- Creating Shortcuts

Working with Applications

- Windows Built-In Applications: Calculator, Paint, WordPad
- Opening, Closing and Switching Between Programs
- Microsoft Office Applications - Word, Excel, Access, PowerPoint, FrontPage
- Using Multiple Applications
- Halting a Malfunctioning Application

Introduction to the Internet & Email

- Internet Terms & Definitions
- Using Internet Explorer
- Downloading and Saving Internet files
- Creating and Using E-Mail