

## Improve your Computer and Computer Skills

**Duration** 1 day

<b>Course Objectives :</b>	Easily learn basic computer skills and more as you just sit back and watch your computer skills & confidence skyrocket in just a day
<b>Outline:</b>	<ul style="list-style-type: none"><li>• Feel free to ask questions. We promise a sensible answer.</li><li>• Hardware and software – a brief outline.</li><li>• What can I do with my Computer?</li><li>• My computer used to be fast, how can I speed it up.</li><li>• Freeware explained.</li><li>• Common problems, free solutions.</li><li>• Love it or loath it here they are - alternative software choices.</li><li>• Viruses, spyware, spam and hackers. The solutions explained and tried.</li><li>• Computers and the law.</li><li>• Faster internet? Let's use it properly and safely.</li><li>• Word, Excel, Email - a taster for the future.</li><li>• Cutting, copying and pasting – with style.</li><li>• Finding ANY file in less than one second. No, we don't need Microsoft's search!</li><li>• Getting a personal email address. Internet service providers understood.</li><li>• Personalising Windows - making it work your way.</li><li>• Using files and folders - the filing cabinet.</li><li>• Mousing around. Making the pointer perform.</li><li>• What NOT to do. Some dire warnings.</li><li>• Working at work. And working less at work.</li><li>• Backing up your documents, 'photo's and important stuff.</li><li>• Learning to take control. House training your P.C.</li><li>• Keyboarding, fast and friendly shortcuts.</li><li>• The wonderful Windows key, underused and misunderstood.</li><li>• The Windows registry - the source of many problems.</li><li>• The feelgood factor.</li><li>• Making you, your Boss and your computer happier.</li><li>• Further help for businesses and home users.</li><li>• Questions and answers.</li></ul>