

Slough *Lifelong* Learning

Raising learners' aspirations and achievements

Introduction to Computers

Venue

Slough & Eton Adult Learning Centre

Sessions

5 Weeks



Course Aim

To enable learners with no experience of using a computer to gain the skills needed to operate a computer and to practice typing using the Word processing application.

At the end of the course learners should be able to:

Learners will be able to:

- Identify the various components of a computer
- Switch on & switch off a computer
- Identify & use various mouse buttons
- Identify and use various keys on the keyboard
- Use a mouse & keyboard confidently
- Use MS Word application to practice typing
- Save and print work

Additional information

Students should be prepared to take notes if necessary.

Learners should be able to read & understand instructions in English.

What qualification will I gain from completing this course?

In-house certificate subject to 90% attendance

Where do I go next after this course?

Call our Information, advice and guidance advisors on (01753) 476615.

To book a place on this course call (01753) 486047 or (01753) 476611

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