

Slough Lifelong Learning

Introduction to Computers

Venue: Slough and Eton School, Ragstone Road, Slough SL1 2PU

Time: 18.00-20.00 or 12.45 to 14.45

Duration 5 Weeks

Cost: FREE

Course Tutor: Sushil Sharma

Contact Details Heather Hyams, Slough & Eton School
(01753 486047 leave a message)

Course Aim: To enable learners with no experience of using a computer 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:

- 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

Learners will be able to:

- Prepared to take notes if necessary
- 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?

- ECDL/New Clait or Computer skills for work - other Microsoft applications
- Call one of our Information, Advice and Guidance Officers at the Thomas Gray Centre on (01753) 476605.

For more information on these courses please call (01753) 486047