

Computers Made Easy

Days of Training: 1

Overview

Students will learn basic computer concepts and skills related to IBM and compatible computers. Students will receive a thorough introduction to the hardware components, practical DOS and Windows techniques and become acquainted with applications.

Lesson 1: Getting started

- Orientation to personal computers
- The system unit
- Connecting the components
- Starting the computer

Lesson 2: Input devices

- The keyboard
- The mouse
- Other input devices

Lesson 3: Processing

- The CPU
- Memory

Lesson 4: Storage

- An overview of storage devices
- The floppy-disk drive
- The hard-disk drive
- Other storage devices

Lesson 5: Output devices

- Monitors
- Printers
- Modems
- Sound boards

Lesson 6: The operating system

- An introduction to the operating system
- File-management concepts

Lesson 7: DOS survival guide

- Using the command prompt

Lesson 8: Windows survival guide

- The Windows Desktop
- The Program Manager
- Organizing the Desktop
- The File Manager

Lesson 9: Application software

- Using application software

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