

# Computer Literacy

## What Can You Expect?

This course is designed for a user who has never used a personal computer, and needs to learn the fundamental skills in order to operate a computer in their work environment.

## What Is Required From You?

You should be able to understand, read and write in English. ABET or equivalent knowledge is essential for attending this course.

## 3 Day Course Content

### Day 1

#### Introduction to Computer Hardware

- Monitor and Central Processing Unit (CPU)
- Disk Drives and Memory
- Keyboard and Mouse
- Printer

#### Keyboard Orientation

- Typewriter and Numeric Keys
- Functions Keys
- Cursor Movement Keys
- Caps Lock versus Shift Key
- Enter, Spacebar and Tab Keys
- Basic Typing

#### Mouse Handling

- Navigate using the Mouse
- Understand and Use Mouse Buttons

### Day 2

#### Introduction to Windows

- Work with the Desktop
- Use the Mouse Effectively
- Move and Arrange Icons
- Work with individual Windows
- Resize and Move Windows
- Choose Commands and Options
- Manage Multiple Windows
- Work with Dialog Boxes
- Explore the Start Menu
- Use Windows Accessories
- Start Application Programs
- Get Help / Support
- Files and Folders
- Shut Down Microsoft Windows

### Day 3

#### Overview of Applications

- Understand and Use Different Application Programs

#### Word Processing

- Create, Save, Open and Close a Document
- Understand and Use Save As
- Edit a Document
- Use Basic Text Formatting Options
- Preview and Print a Document

#### Spreadsheets

- Create, Save, Open and Close a Spreadsheet
- Understand and Use Save As
- Edit a Spreadsheet
- Use Basic Cell Formatting Options
- Preview and Print a Spreadsheet

#### Email

- Create an E-mail Message
- Attach a File
- Send, Reply and Forward an E-mail Message

## Unit Standard Alignment

**SAQA ID:** 258883

**NQF Level:** 1

**Credits:** 4

**US Title:** Use Generic Functions in a Graphic User Interface (GUI) – Environment.



mictseta

Accreditation No : ACC/2007/07/071



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