

# Introduction to PC's

## What Can You Expect?

This course is designed for a user who has never used a personal computer before and needs to learn the foundational skills in order to operate a computer within 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.

## 1 Day Course Content

### Introduction to Computer Hardware

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

### Keyboard Orientation

- Typewriter & Numeric Keys
- Function Keys
- Cursor Movement Keys
- Caps Lock vs Shift Key
- Enter, Spacebar & Tab Keys
- Basic Typing Drills

### Mouse Handling

- Navigate using the Mouse
- Understand & use Mouse Buttons



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**ACHIEVE IT.**  
TWENTY  
TWENTY-ONE

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