

FIRST STEPS ON A COMPUTER

Level:	Beginners
Tutor:	John Marshall/ Sue Nicholson
Start Date:	As per schedule
Length of Course:	4 weeks
Venue:	Hereford Academy Community Learning Centre

Course Content:

This short course is designed to introduce you to the basic skills needed to begin the journey into computing. Using the Windows operating system this course explains how to

- switch on the computer
- use the mouse correctly
- create an efficient filing system
- launch programs
- create simple documents including text and pictures
- retrieve and amend documents
- save documents
- close down the computer correctly

Entry Requirements:

No previous experience is required

Attendance:

4 weeks

Materials:

- A notepad and pen

How do I apply?

Please contact 0800 0321986 for an application form or visit www.hct.ac.uk.

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