Computer Fundamentals

Technology has become a part of our everyday lives. Understanding how to function in environments that requires the use of computer is important now than ever before. This short courseware, provides a brief coverage on computer and Excel basics. It focuses on hardware and software and how they work together, with short activates that guide learners to explore windows 10. Learners will also be introduced to how to manage file and folders. In additional learners will learn how to manage excel sheets.

Outstanding Features...
Technology is ever evolving, and the need to understand basic computer and excel skills is increasing. Computing Fundamentals courseware was designed to enable learners to understand and practice the basic computing and excel fundamentals that they need on a daily basis.

Who is Computing Fundamentals for?
This courseware is targeted towards people who are new or have limited exposure to computers and Microsoft Excel applications.

What are the entry requirements?
There are no prerequisites to study this course, though a basic understanding of principles of computer will be beneficial.

Computing Fundamentals covers...
- The different between Hardware and Software
- Operating System
- Memory and Storage devices
- Different types of computers
- The different between Input and Output devices
- Connection Peripherals
- Files and Folders.
- Microsoft Excel Elements
- Populating Worksheets and Managing Data
- Managing Worksheets and Formatting Content

Successful delegates are awarded a Local Achievement Certification.

Course Duration
Full Time: 24 Hours Course
Part Time: Contact AT for Details

Book Your Seat Now
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