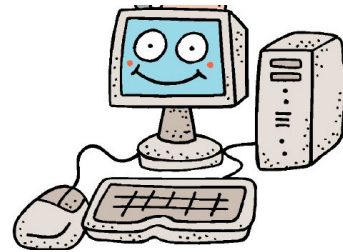


WINDOWS HOUSEKEEPING

Topics covered:

- System tools—Disk clean up, Defragmenting the hard drive
- Deleting old files and folders
- Re-naming files and folders
- Recycle bin
- Sorting files and folders into alphabetic order
- Backing up your data—burning to CD



WINDOWS PROGRAMS AND TOOLS

Topics covered:

- Calculator
- On-screen keyboard
- Paint
- Media Player
- Games

ON-LINE BOOKINGS AND INTERNET BANKING

Topics covered:

- Safety first
- Finding suitable flights
- Booking your flights
- Finding suitable accommodation
- Booking your accommodation
- Internet Banking

All Workshops consist of a small number of participants and are held in our training room at:

*Shop 1c Boonooroo Park Shopping Centre
Neilsens Road
Carrara Qld 4211*

Each student will have a computer to work on and will receive comprehensive, easy to understand notes.

These courses are specifically designed for the 'New Computer User' - with easy to understand terms and step-by-step instructions.



GUIDE TO COMPUTER WORKSHOPS FOR NEW COMPUTER USERS



DA COMPUTER TRAINING & REPAIRS

Shop 1c, Boonooroo Park Shopping Centre,
Neilsens Road
Carrara Qld 4211

Phone: (07) 5594 5566

Email: admin@dacomputertraining.com.au
Web: www.dacomputertraining.com.au

BOOKINGS ESSENTIAL
PLEASE CALL DA COMPUTER TRAINING ON
(07) 5594 5566

LEARN ABOUT THE COMPUTER

Topics covered:

- Explanation of some terminology and parts that make up your computer system— hardware, software and the operating system
- Turning the computer on and off
- Using the mouse
- Keyboard layout
- The Start Menu
- Launching Programs

INTRODUCTION TO EMAILING

Topics covered:

- Basics of how email works
- Opening your email program
- How to send an email
- How to receive an email
- How to save an address to the address book
- How to reply to an email

INTRODUCTION TO THE INTERNET

Topics covered:

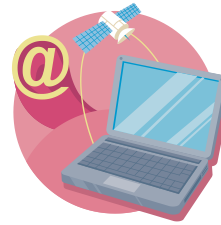
- What is the internet and how does it work?
- Accessing the internet
- Opening your 'Web Browser'
- Searching the internet
- Moving around a web site
- Saving your favourite websites
- Setting your homepage



MORE ON EMAILING AND THE INTERNET

Topics covered:

- What is an attachment
- Opening an attachment
- Adding an attachment
- Forwarding an email
- What is a computer virus
- Protecting your computer from viruses
- Some great websites
- Printing information directly from the internet



FINDING AND ADDING EXTRAS TO YOUR EMAILS

Topics covered:

- Adding stationery to your emails
- Finding more stationery on the Internet
- Finding and saving animations on the World Wide Web
- Adding animations to your emails
- Changing the text size, type and colour of your emails

EMAIL HOUSEKEEPING

Topics covered:

- Deleting emails
- The Deleted Items folder
- Creating folder to save emails
- Using the 'Block Sender' list
- Creating Message rules to block emails
- Sorting emails by sender, subject or when it was received
- Adding sounds to your emails

INTRODUCTION TO WORD PROCESSING

Topics covered:

- What is Word processing?
- Starting your word processor
- Typing in your text
- The word processor window
- Saving your document
- Opening a saved document
- Printing your document



WINDOWS FILES AND FOLDERS

Topics covered:

- What is the difference between a file and a folder?
- Different file types on your computer
- Creating a folder
- Moving a file into your new folder
- Saving a file into your new folder

MORE WINDOWS

Topics covered:

- Searching for a file
- The quick launch toolbar
- The notification area
- Setting/changing system date and time
- Creating shortcuts
- Changing the desktop background
- Setting/changing the screensaver

