

# PC Essentials

**Category:** PC/Device Essentials

## Course Duration

1 Day

**Timings:** 09:30 - 16:30

## Windows

- Log on, Lock and Shutdown procedures
- Overview of Windows and the Desktop
- Start button
- Adding applications to the Start and Task Bar
- Searching for Files
- Task Manager
- Minimising Windows
- Tiling Windows
- Opening, Closing, Moving and Sizing Windows
- Working with useful Accessories

## Mouse and Keyboard

- Understanding the Left and Right Mouse Button
- Highlighting Techniques
- Keyboard explained

## Explorer

- Create Folders in Windows
- Learn about Files and Folders

## **Word**

- Creating Documents
- Typing and understanding the keyboard
- Working with the Ribbon
- Formatting Documents
- Format Painter
- Undo and Redo
- Saving Documents
- Opening Documents
- Renaming Documents
- Printing Documents

## **Copy and Paste**

- Cut and Paste versus Copy and Paste
- Copy and Paste between applications

## **Microsoft Excel**

- Overview of Excel screen
- Entering Data
- Formatting Data
- Calculations - Add, Subtract, Multiply, Divide
- AutoSum
- Printing

## **The Internet**

- Navigate to Websites
- View Images
- Copy and Paste
- Store Web Pages as Favourites

## **BOOKING**

To discuss course contents and booking arrangements, please call SquareOne on:

**T:** +44 (0)151 650 6907

**E:** [enquiries@squareonetraining.com](mailto:enquiries@squareonetraining.com)