

NEWCASTLE COMPUTER TRAINING COURSES

DOUBLE YOUR PRODUCTIVITY IN 6 HOURS

- A short course for small owner operated businesses
- Prerequisite for this is either *Beginning Computing* or at least 6 months computer experience.

POINTS TO BE COVERED

- The computer as a tool –recap on the Keyboard
- Is your computer up to the task?
- *Fonts*
- The *Desktop*, the structure and management of it
- A better Mouse
- The *Recycle Bin*
- *Windows Explorer* – Drag ‘n’ Drop
- The Clipboard/Cut-Copy-Paste/Scraps
- Where to Save your work/Default ‘*Open File*’ Locations
- Finding those ‘lost’ files
- Getting your ‘*Start Menu*’ sorted
- Backups
- Activating those useful *Windows Components*
- Windows XP – a better Operating System
- Keeping your PC up to speed
- *Toolbars* (which ones do I need)
- Printing basics
- Printing from the Internet
- Computer threats
- Dealing with e-mails
- Internet Explorer Basics
- Sharing files with other computer users
- USB devices
- A built-in Diary – How to use *Outlook*