



## Introduction to Personal Computers Using Windows 10 & Microsoft Office 2016

### Course Details

**Course Code:** INF1680

**Duration:** 1 day

#### Notes:

- This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.
- Course content, prices, and availability are subject to change without notice.
- Terms and Conditions apply

*Elements of this syllabus are subject to change.*

#### About this course

Introduction to Personal Computers - Using Windows 10 and Microsoft Office 2016 is designed for users who are keen to extend their understanding of how to use computers. The skills acquired are sufficient to use the software to perform tasks including starting applications, creating folders, copying and moving files, and personalising Windows.

#### At Course Completion

After completing this course, students will be able to:

- work safely with your computer, consider your impact on the environment and manage files and folders efficiently
- explain the various hardware components of the computer
- understand the various types of software
- work with the basic components of the Windows 10 interface
- work with desktop program and app windows
- work with several of the default Windows apps
- understand data storage and navigate your computer's drives, folders and files
- navigate the folder hierarchy and work with folders
- manage files on your computer
- understand the history of word processing and the types of documents that can be word-processed
- understand some of the key underlying concepts of spreadsheets
- understand some of the theoretical aspects of the internet
- use Microsoft Edge to access the internet, search for and locate information
- navigate web pages
- understand and conduct effective searches of the internet & start Microsoft Outlook and navigate its key features

#### Prerequisites

Introduction to Personal Computers - Using Windows 10 and Microsoft Office 2016 assumes little or no knowledge of the software.

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### Healthy Computing

- Work Health and Safety
- Performing a Computer Risk Assessment
- Setting Up an Ergonomic Workstation
- A Good Working Environment
- Breaks and Exercises
- Specifications and Standards
- Influenza in the Workplace
- Social Problems of Computer Addiction

### Computer Hardware

- The Main Parts of a Personal Computer
- The Central Processing Unit
- Computer Speed
- Computer RAM
- Computer ROM
- External Hardware Components
- Computer Peripherals
- Keyboards
- Input Devices
- Output Devices
- Storage Devices
- Device Connections
- Connecting Peripherals Wirelessly
- Internal Hardware Devices

### Software

- Types of Software
- Software Versions
- Operating System Software
- Application Software
- Graphical User Interface
- Systems Development

### Starting With Windows 10

- What Is Windows
- Turning on the Computer
- Signing in to Windows
- The Desktop
- The Start Menu
- The Taskbar
- The Search the Web and Windows Bar
- Using Windows Search
- Changing the Windows Search Settings
- Windows Store Apps
- Putting Your Computer to Sleep
- Shutting Down Your Computer

### Working With Desktop Windows

- Starting Desktop Programs and Apps
- The File Explorer Window
- Working With the File Explorer Ribbon

- Using the File Explorer Ribbon
- Using the File Tab
- Minimising and Maximising a Window
- Resizing a Window Using a Mouse
- Moving a Window on the Desktop
- Switching Between Open Programs
- Snapping Windows
- Shaking Down Windows
- Working With Task View
- Understanding Virtual Desktops
- Creating a New Virtual Desktop
- Working With Virtual Desktops
- Scrolling in a Window
- Closing Desktop Programs
- Other Ways to Open Desktop Programs

### Using Common Windows Apps

- Starting the Mail App
- Adding Accounts to Mail
- Working With Mail Messages
- Starting and Navigating the Calendar App
- Scheduling Meetings
- Opening PDFs and XPS Files in the Reader App
- Using Reader
- Using the Maps App

### Data Storage on Your Computer

- Understanding Data Storage in Windows
- Understanding File Explorer
- Opening File Explorer
- Viewing Storage Devices Using File Explorer
- Viewing Network Connections
- Understanding USB Flash Drives

### Working With Folders

- Understanding Folder Hierarchy
- Navigating the Folder Hierarchy
- Understanding Personal Folders
- Accessing Your Personal Folders
- Creating a New Folder
- Copying a Folder
- Moving a Folder
- Renaming a Folder
- Deleting a Folder
- Viewing the Hierarchy Path
- Changing Folder Views

### Working With Files

- Understanding Files
- Creating a Simple File

- Exploring Files in Windows
- Copying a File
- Renaming a File
- Selecting Files
- Copying Multiple Files
- Replacing Files
- Moving Files
- Copying Files to a USB Flash Drive
- Setting Files as Read Only
- Deleting Files
- Deleting Folders With Files
- Common File Types

### Word Processing

- Understanding Word Processing
- Types of Word Processed Documents
- Starting Microsoft Word
- Understanding the Start Screen
- Creating a New Blank Document
- Typing Text Into a Document
- Saving Your New Document
- Typing Numbers Into Your Document
- Inserting a Date Into Your Document
- Checking the Spelling in Your Document
- Making Basic Changes to Your Document
- Saving Changes to an Existing Document
- Printing Your Document
- Safely Closing Your Document

### Spreadsheets

- How Spreadsheets Work
- The Characteristics of a Spreadsheet
- What a Spreadsheet Can Do
- The Appropriateness of Spreadsheets
- Starting Excel From the Desktop
- Understanding Workbooks
- Using the Blank Workbook Template
- Typing Text
- Saving a New Workbook
- Typing Numbers
- Typing Dates
- Typing Formulas
- Easy Formulas
- Making Basic Changes
- Easy Formatting
- Printing a Worksheet
- Charting Your Data
- Safely Closing a Workbook

### About the Internet

- The Internet and the World Wide Web

- How the Internet Began
- Connection Requirements
- Understanding Web Browsers
- Understanding Search Engines
- Understanding Web Addresses
- Key Terms and Internet Jargon
- Cookies and Caches

### Microsoft Edge Basics

- Starting Microsoft Edge From the Desktop
- The Microsoft Edge Screen
- Working With the Hub
- Displaying the Favourites Bar
- Going to a Specific URL
- Reading View
- Controlling the Browser Window Size
- Activating a Hyperlink
- Activating an Image Link
- Closing Microsoft Edge

### Navigating Web Pages

- Understanding the New Tab Page
- Adding New Tabbed Pages
- Working With Tabbed Pages
- Closing Pages
- Zooming
- Using the Back and Forward Tools
- The Browsing History
- Stopping and Refreshing Pages

### Searching the Web

- Understanding How to Search Effectively
- Using the Address Bar to Search
- Adding Search Providers
- Using a Different Search Provider
- Setting Your Default Search Provider
- Searching Based on a Keyword
- Searching Based on a Phrase
- Combining Selection Criteria
- Finding Information on a Page

### Using Email

- Starting Outlook From the Desktop
- Common Outlook 2016 Screen Elements
- The Mail Screen
- Composing an Email Message
- Creating a New Message
- Sending the Message
- Understanding the Inbox
- Retrieving Email
- Opening an Outlook Data File



- Reading Messages
- Deleting Messages