



**Narre Community  
Learning Centre**  
*developing community through learning & support*

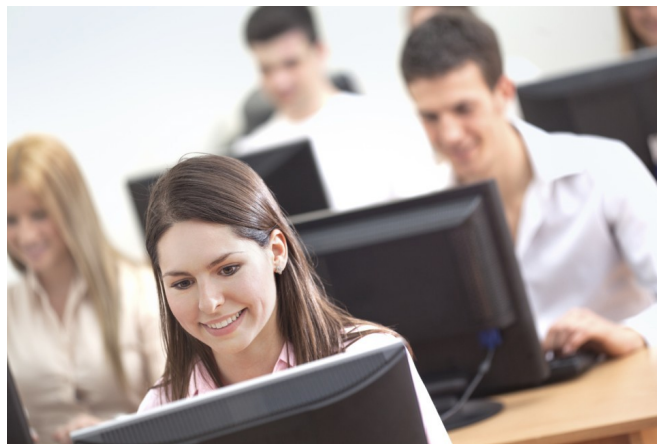


## COMPUTER FOUNDATION SKILLS

This course will cover the following areas

- Computer hardware, software, memory, storage, CPU, peripherals and type – desktop, laptop, tablet, netbook and smartphone.
- Mouse and keyboard familiarisation.
- Basic functions – cut, copy & paste. Keyboard shortcuts.
- The Internet, Google, web browsers. Cloud computing options.
- Computer security, antivirus, and malware.
- File structure and organisation – create a file and populate.
- Webmail and other email.
- Microsoft Word, including Home and Insert tabs, spellcheck, grammar, tables, templates, inserting pictures, wordart, hyperlinks, text box and clipart.
- Microsoft Excel, including basic formulae, autosum and templates.

There are many other areas that we can touch on depending on interests of the students. Examples are iPads and android tablets, transferring pictures from camera and downloading programs and apps.



*Refer current course guide for dates, times and cost*