

PERSONAL COMPUTER APPRECIATION (using Windows XP)

INTRODUCTION

The course involved basics computing on Microsoft Windows XP. You will learn about PC basic skills and operating system. The course also covers common suite of word processing applications software found in the business environment.

OBJECTIVE

Upon completion of the course, participants will be able to: -

- Get oriented to the key Windows features, desktop properties, online Help, create folders or files and customize work environment
- Create simple document such as letters, memos and minutes of meeting

WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Beginner
- Officers
- Administrative Staff

COURSE CONTENTS

- Day 1** Lesson 1 - Introduction To Personal Computer
 Lesson 2 - Personal Computer Appreciation
 Lesson 3 - Windows XP
 Lesson 4 - Windows Explorer
 Lesson 5 - Organizing Files
- Day 2** Lesson 6 - Organizing Files (II)
 Lesson 7 - Control Panel and Printer
 Lesson 8 - Windows XP Online Help
Microsoft Word
 Lesson 9 - Getting Started
 Lesson 10 - Work with documents
 Lesson 11 - Copy, Move & Paste
- Day 3** Lesson 12 - Paragraph Formatting
 Lesson 13 - Bulleted & Numbering List
 Lesson 14 - Header and Footer
 Lesson 15 - Page break
 Lesson 16 - Preview & Printing

DURATION : 3 Days

COURSE FEE : RM375.00

METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft Word Program

SBL Scheme Claimable

TRAINER'S PROFILE

Tarmit Kaur is currently the senior IT Trainer with SAINS. She has an extensive and deep understanding in theory and technical education. She also has conducted IT development programs for various level of customers from Government sectors, Statutory Bodies and Corporate Bodies. She is also appointed as test administrator for PEARSON VUE and PROMETRIC Testing Centre. She is a practical trainer who ensures participants learning are relevant to the needs of organization and her presentation is designed to bring change in attitudes and skills.

ABOUT SAINS

SARAWAK INFORMATION SYSTEMS SDN BHD (SAINS) officially began operation in 1992 and has strategically developed a presence in Malaysia as a leading ICT Systems Integrator and Solutions Provider. SAINS, has effectively enlarged and intensify the utilisation of ICT in the State of Sarawak. At the onset, our stakeholders set out to ensure we build a critical mass of knowledge and know-how of mainstream technology. Today, SAINS is widely recognised as a leader among governments in the region for cost effective deployment and efficient utilisation of IT.