# COMPUTER SKILLS

## Capacity Building

This basic computer skills course will allow you to gain an understanding of the most popular, current technologies used at home and in the workplace. You will become computer literate in this hands-on course while you learn to access, save, and manage documents, spreadsheets and email and use the internet effectively.

DURING THIS **FUN, INTERACTIVE 5 DAY COURSE** YOU WILL LEARN THE FOLLOWING SKILLS:

- The importance of computer literacy
- Physical breakdown of computers and laptops
- Navigating Windows
- Browsing and searching the internet
- What is the Cloud?
- Email and tips for email success
- Microsoft Word essentials
- Microsoft Excel essentials
- PowerPoint essentials
- Conference calling and video chatting
- Understanding document types
- Organizing, labelling, and filing documents on your computer
- The ins and outs of social media
- Keeping your computer in good health

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