

## Micro Appreciation

**Course Level :** Introduction

**Course Duration :** 1 Day

**Prerequisites :** None required

▼ **Course Content**

○ **Course Objectives**

○ **What is a Microcomputer System?**

- What it does for us
- Processes

○ **Computing Jargon**

- Explanation of the jargon

○ **A Typical Microcomputer System**

- The System Unit
- Disc Drives
- Printed Circuit Boards
- "Chips"
- The Monitor
- The Keyboard
- Keyboard Layout
- The Mouse
- The Printer
- Impact
- Non-Impact
- Other Peripherals
- Tape Streamer
- Scanner

○ **How the system links together**

○ **Starting up the system**

- The various stages

○ **The Programs**

- A Word Processor
- A Spreadsheet
- A Database
- A Presentation System
- An Accounts System
- Bespoke Programs
- The Operating System

○ **What is Windows?**

○ **A Windows Overview**

- The Screen
- The Control Bar Menu
- The Title Bar
- The Minimize Button



- The Menu Bar
- The Scroll Bars
- Program Group Icons
- The Applications Window
- The Document Window
- Moving a Window
- Re-sizing a Window

○ **Using a Mouse**

- Hands-on Session
- The Mouse Buttons
- Single Click
- Double Click
- Click and Drag

○ **The Applications Programs**

- Using Microsoft Office
- Microsoft Word Word Processor
- Hands On Session
- Microsoft Excel Spreadsheet
- Hands On Session
- Microsoft Access Database
- Hands On Session
- Microsoft PowerPoint
- Hands On Session

○ **Saving files**

- Files and filenames
- valid and invalid characters
- invalid names

○ **Workshop**