

ECDL – Using Your Computer

Course length: 11 hours*

Course Code: 104080BT002

This course is ideal if you've mastered basic IT skills such as using the keyboard and mouse and are ready to take the next steps.

It can help you to work towards formal assessment for the nationally recognised ECDL qualification.

Benefits for the Learner

This course focuses on giving you a good foundation in the skills you need to manage, organise, store and protect the information on your computer.

You'll learn about windows and icons, files and folders, editing and printing, formatting and compressing – all the most common tasks that will help you use your computer more efficiently and effectively.

Benefits for the Business

IT proficient employees are more efficient, more effective and more productive than those who lack formal training. Yet whilst most office-based staff use PCs on a regular basis, many lack the core skills they need to exploit the full potential of IT in their job.

Whether they are completely new users or self-taught novices, this course is an ideal way to plug basic IT skills gaps and help your staff become more competent and confident in computer use.

What You Get From This Course

Having completed this course, you will be able to:

- Work with windows and create a file
- Recognise application and file icons and use the Desktop
- Edit, save and print files
- Organise, move and copy files
- Deal with common computer problems
- Protect a computer from viruses

What Does the Course Cover?

- Starting up your computer
- Working with windows and creating a file
- Working with icons, files and the Desktop
- Editing and printing files
- Managing files and folders
- More about files and folders
- Common computer tasks
- Saving space and changing settings
- Protecting your computer

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 11 hours to complete.

*Courses are accessible for six months from the date of purchase.