



Computer Awareness

An interactive training course on information Technology

This interactive learning course is designed to make you feel more comfortable with the PC in your back office. It will help you master the mouse and the keyboard if you do not have these skills already and it will explain the mysteries of the "Desk Top". The learning design adopted ensures effective engagement of the Learner by continued interaction utilizing screen prompts to guide the trainee through the course and those with little or no computer experience will find it easy to use.

The course will also introduce the basic concepts of programs such as Microsoft Word, Excel and PowerPoint.

Progress and achievement is tested during the tutorial, by inbuilt assessment tests and the course records the Learners progress through a bookmarking system providing an auditable trail to inform the learner of their progress and results.

- Have the course customized to reflect your companys corporate identity, site requirements and company policy
- Delivery of training can be configured to suit individual company IT requirements

- A cost effective solution to your training and ongoing assessment requirements
- Recorded evidence of training covering safe working practice and legal compliance

- Progress and achievement that is measurable
- Consistent, reinforced auditable training

Make your Site a Safety Zone - Keep it Safe and Legal

Using the Safety Net training series provides:

...training for success

Course Modules

1. Communicating with the PC.
Mouse/Keyboard

2. PC Basics
Understanding the computer.
What is Windows?

3. Microsoft Office - Word
Understanding the Word Screen.
Loading and Saving a Document.
Writing and Editing Text.
Special Procedures.

4. Microsoft Office - Excel
Understanding the Excel Screen.
Loading and Saving a Spreadsheet.
Basic Worksheet Operations.
Special Procedures.

5. Microsoft Office – PowerPoint
A Blank Presentation.
Templates.
Opening an Existing Presentation.

Other courses in the SafetyNet series:

Working Safely, COSHH, Hazard Identification & Risk Assessment, PPE, RPE, Loading & Unloading, Safety in the Office, DSE, Manual Handling, Handling & Use of Flammable Liquids, Noise & Vibration, Driving Safely, Fire.

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Further information on Training products available at: