



*Please note that this outline is only intended as a guide and that any event can be customised to suit you.*

## **PC Appreciation (½ day)**

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*“Computers look simple but underneath they are incredibly complex machines. Luckily they are also incredibly useful – if you know how to make the most of them!”*

### **Target Audience**

Existing PC users who need to quickly boost their skills and start to use their PC as an effective working tool.

### **Aim**

To ensure attendees are confident in the use of Windows and know how to make the most of their PC hardware.

### **Content**

- What makes your PC tick – overview of key components (and why you need to know about them)...
  - The Processor (what it does and which one you need)
  - Memory (what it does and how much you need)
  - Hard disk drives (what they do, how big they should be, how to check they're ok and how to avoid breaking them!)
  - Optical drives (features of each format - Blu Ray, DVD, CD-ROM)
  - Flash storage (how to use and secure them)
  - Checking the specification of your PC (in Windows)
  - Common terms explained (e.g. RAM, ROM, Bits, Bytes, MHz, GHz)
- How to file & find stuff (exploring Windows Explorer – in detail)
- Using the Taskbar to switch programmes, arrange windows side-by-side, create your own shortcuts and check what's running
- Creating program shortcuts on the Desktop (and organising them into folders)
- Improving your work speed with Keyboard and Mouse shortcuts
- Checking the settings of your printer (and other hardware)
- Overview of backup procedures (and why we need to use them)
- Utilities to keep your PC running at its best (e.g. disk defragmenter)
- Using the Internet to find useful information and handy utilities

*Please Note - attendees will practice with a range of work-related exercises and will be supplied with a full set of reference notes (in PDF).*

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