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## Introduction to Computers Training Seminar

### **Who Should Attend:**

The target audience for this training seminar is individuals with little or no computer training.

**Duration:** 1 day

**Prerequisite:** None

### **Objectives:**

At the end of this training seminar participants will be able to:

- Relate to Information Technology – Hardware & Software
- Navigate computer accessories and gadgets
- Increase competency of commonly used software applications

### **Content:**

#### **Lesson 1:** Getting Started with Personal Computers

Identify Uses of Personal Computers and how they work

Identify Types of Personal Computers

Identify the Common Components of a Personal Computer

#### **Lesson 2:** Using a Personal Computer

Set up Your Computer

Start Your Computer

Log in to Your Computer

Display My Computer

#### **Lesson 3:** Using Application Software

Navigate in a Word Processing Document

Update a Spreadsheet

Run a Presentation

Print Information in a Database

#### **Lesson 4:** Connecting to a Network

Identify Types of Networks

Access the Internet