

A B C

Absolute Beginners Computing

Are you just starting out using a computer or perhaps you never learnt the basics?

Our training course is specially designed and run by people who understand the needs of absolute beginners .. 6 weekly sessions of 2.5 hours .. lots of online learning resources .. homework to reinforce course content ..

This course is designed for users of Windows PCs running Windows 7.

Full details inside ..

Delivered in the fully equipped PCUG Training Room by our Training team and assistants, to support individual needs, at your pace. so that you get personal attention.

Paced to your needs and supported by a wealth of experience.



PC Users Group (ACT) Inc. TRAINING

Course for Window 7 users

Communities Helping Communities

*This course grew from a collaboration between
trainers of*

P C Users Group (ACT) and U3A



PCUG is not an accredited Training facility.
Brochure Edition – 05 March, 2014



What's different?

We emphasize the basics - ABC

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Each session includes revision from the previous session, take-home notes & exercises, and online resources so that you can practise your new skills.

Session 1

- Basic functions of your computer

Getting to know your computer (non-technical) and how you can move around the computer.

- **Feature:** All about USB sticks/mouses/keyboards

Session 2

- Getting started with email, Outlook.com

Composing and sending email messages; receiving and opening them; attaching files (e.g. pictures) to send via email.

- **Feature:** Finding programs on your computer; creating shortcuts for them

Session 3

- Doing more with email, Outlook.com

The advantages of email; copying and pasting information; communicating with several people at once via email.

- **Feature:** Discussion of cloud computing and other computing terminology.

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Session 4

- What is the World Wide Web all about?

Getting to know the basics features of Internet Explorer; using links to move around the web; using Google to search for information; evaluating the results of your searches; understanding web addresses

- **Feature:** The power of Control Panel

Session 5

- Making the most of the World Wide Web

Changing your home page; adding favourite websites to 'Favourites'; copying, saving or printing information, pictures etc. from a website to your own computer.

- **Feature:** How to keep your computer secure

Session 6:

- Review, revisit, rejoice!

We take this opportunity to review the essentials of the course, revisit your goals before the course and rejoice that you have started on the way to enjoyable computing!!

- **Feature:** Where to from here? How PCUG and U3A can help you take the next step

FINISH!!

*Sessions are 2.5hrs ~
9.45am to 12.15pm weekly
over six weeks*

*Check the info & dates at:
[http://www.pcug.org.au/info/
index.php/Training_Courses](http://www.pcug.org.au/info/index.php/Training_Courses)
[http://www.pcug.org.au/
calendar](http://www.pcug.org.au/calendar)*



PC Users Group (ACT) Inc.

Centre Hours

10am—2pm Monday to Friday
Closed weekends and public holidays

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