

Introduction to Personal Computers Training Classes in Houston - Basic Computer Classes in Houston

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Introduction to PC's Windows, & Internet - Outline

Compusoft's Training Center is committed to increase your productivity.

Contact us at 713-777-7664 for pricing information.

• Hands-on, instructor-led training classes

• Step-by-step training manual with exercise link

• Certificate of completion

• Training is also available at your location

• Course can be customized

• Private one-on-one classes are available

Listed below is our standard Course Outline.

Each course is instructor led, group-paced, with hands-on classroom-training using step-by-step student manual and exercises.

Introduction to PC's, Windows & Internet - Training Classes in Houston, Texas

Computer Basic, Windows & Internet Level 1

Training Course Content

Lesson 1: Getting Started with Personal Computers

Topic 1A: Identify Uses of Personal Computers

Topic 1B: Identify Types of Personal Computers

Topic 1C: Identify the Common Components of a Personal Computer

Topic 1D: Identify How Personal Computers Work

Lesson 2: Using a Personal Computer

Topic 2A: Set Up Your Computer

Topic 2B: Start Your Computer

Topic 2C: Log in to Your Computer

Topic 2D: Display My Computer

Lesson 3: Using Application Software

Topic 3A: Navigate in a Word Processing Document

Topic 3B: Update a Spreadsheet

Topic 3C: Run a Presentation

Topic 3D: Find Information in a Database

Lesson 4: Connecting to a Network

Topic 4A: Identify Types of Networks

Topic 4B: Access the Internet

Additional Topics covered:

File Management

Sending & Receiving Emails

Sending Email Attachments

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[Introduction to Computer, Windows & Internet Training in Houston](#)

[Introduction to Computer, Windows & Internet offerings in Houston](#)

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