

# Introduction to PC's, Windows & Internet

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Introduction to PC's Windows, & Internet - Outline

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

- â€¢ Hands-on, instructor-led training classes
- â€¢ Step-by-step training manual with exercise link
- â€¢ Certificate of completion

- â€¢ Training is also available at your location
- â€¢ Course can be customized
- â€¢ 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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[Register for Class](#)

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