

Status Employment Services

Basic Computing self paced course

Course Locations: Marion and Modbury



Content:

Knowing your computer

- How the computer works
- Random access memory
 - Storing data
 - Files and folders
- Overview of Windows techniques
- Using the same window or multiple windows
 - Working with dialogue boxes

Course duration is 3 sessions x 3 hours.

Clients are expected to wear neat casual attire.

Mobile phones must be switched off or on silent.

**Participants who complete will receive a
Statement of Attendance**

**For course bookings or more information contact
STATUS on 8346 3044**