

# Computer Literacy



The three day Computer Literacy course has been designed for people who are new to computers or have a basic understanding.

This comprehensive three day workshop will develop users knowledge of Windows, E-mail, Internet and Word Processing.

## Workshop Content:

### Windows Basics

- ◆ Learn the basic principles of Windows
- ◆ Learn how to use Windows functionality
- ◆ Use the help function
- ◆ Use the print function

### E-mail

- ◆ Understand the concepts of the e-mail
- ◆ Create & send e-mails
- ◆ Receive and respond to e-mails
- ◆ Manage e-mail preferences

### Unit Standard:

116945                      11693  
116938                      116930

### Requirements:

- ◆ Workshops are run in-house
- ◆ Workshops are run with a minimum of 6 people
- ◆ Delegates require own laptops with Excel 2007 / 2010 already loaded

### Internet

- ◆ Learn the concepts of the Internet
- ◆ Learn ethical and legal issues in relation to the internet
- ◆ Navigate the internet
- ◆ Use a search engine to obtain information

### Word Processor

- ◆ Understand the principles of Word Processing
- ◆ Create; open & save documents
- ◆ Produce & edit documents
- ◆ Format documents
- ◆ Check spelling & grammar

**Duration:** 3 Days

### Fees:

R2300 per person excluding VAT  
(Gauteng)

R2900 per person excluding VAT  
( KZN )

R3300 per person excluding VAT

## Contact ICP Consulting

Website: [www.icpconsulting.co.za](http://www.icpconsulting.co.za)      Address: Unit 2

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