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Course Fee: \$129 + GST

Course Duration: 3 hrs (1/2 day)

## Course Objective

This course is designed for the Learner who needs to understand the basics of a computer and to understand what is on the computer. Upon successful completion of this course, the Learner should be able to efficiently :

- Understand the Windows 7 Screen
- Use the Mouse efficiently
- Work with a Window
- Work with a Program
- Work with Folders and Files
- Work with the Taskbar and Desktop
- Personalize the Windows

## Prerequisites

Little or no knowledge of Microsoft Windows Operating system.

## Delivery Method

Instructor led, group-paced, classroom-delivery learning with hands-on activities.

***We provide manuals with each course with practice exercises and free support on information covered in the course.***

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