



INTRODUCTION TO PERSONAL COMPUTERS using Microsoft Office 2003 And Windows XP

COURSE OUTLINE

Introduction to Personal Computers



All Courses include:

All Rampant training courses include the following:

- Step-by-step Workbook
- Tea, Coffee & refreshments
- Pens & writing materials
- Certificate of completion

Specific to your needs

Rampant Technology can tailor a course to meet your personal points of interest. This can be anything from how to use a digital camera to proprietary software use.

To suit the requirements of any office situation our courses are customisable on request. This obtains the highest productivity gains from your training, as everything learnt is relevant to your day-to-day working environment.

Coming Soon...

Microsoft FrontPage 2003
Business Systems Integration



Description

This course aims to provide a general introduction to personal computers using Microsoft Windows XP and Microsoft Office 2003.

Learning Outcomes

On completion participants will be able to:

- differentiate between the different types of computers
- identify the hardware components of a computer
- minimize, maximise, move and resize windows
- access Windows XP, identify the screen elements, and work with a mouse
- create a basic document in Microsoft Word 2003
- create basic workbooks using Microsoft Excel 2003
- create basic presentations in Microsoft PowerPoint 2003
- create basic databases using Microsoft Access 2003
- create basic drawings in Microsoft Paint.

Audience

This course is intended for new computer users who would like a general introduction to computers, the Windows XP environment, and Microsoft Office 2003.

Prerequisites

Designed for participants with little or no prior knowledge of Personal Computing and Windows Software.

Duration

15 hours (5 sessions)

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Call us on **07 3216 8357** to discuss your requirements.



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