

Skills for Business

Course Description

This two-day course is designed to cover all of the important areas of a PC use. The key elements of this course are as follows:

- ◆ The Internet
- ◆ Sharing on the Web
- ◆ Health, Safety and Environmental Issues
- ◆ Security Issues
- ◆ Legal Issues
- ◆ Hardware
- ◆ Software
- ◆ Computer Performance
- ◆ Memory
- ◆ Data Storage
- ◆ Input & Output devices
- ◆ Networks
- ◆ Data Transfer Terminology

Who Should Attend?

Anyone who is new to the world of computers. No previous knowledge is necessary although some knowledge of the terminology would be an advantage.

What Do I Do Now?

For a more detailed Course Outline, to book a place on an Open Course or to arrange an in-house course for your company, please complete our Enquiry Form, call us on 01733 567262 or e-mail us at admin@vitaltraining.co.uk