



Computer Literacy Training for Business

When you complete this Computer Literacy training course, **you'll receive a certificate** to confirm your proficiency.

Computer Literacy is Vital in Business

If you're entering or re-entering the workforce, you've probably discovered that it's impossible to avoid computers. If you feel confident dealing with the basics of email, file management, word processing, and spreadsheets, you'll do better in interviews and ultimately **get a better job**.

If your computer skills are shaky (or non-existent), we can help - FAST!

The Computer Literacy for Business certificate course will **help you feel competent and confident** in dealing with most of the basic documents and processes that are used in regular business operations. You can also [purchase the workbooks](#) for this course separately.

Average course time: 3 - 5 hours

You'll need:

- [Getting Started With Your New Computer](#) or equivalent experience
- A working computer with Windows® installed on it
- Microsoft Office® 97 or higher

You'll learn:

- Starting up and shutting down your computer
- The Windows® desktop
- The taskbar
- Customizing your desktop
- Computer hardware basics
- About computer speed and space available
- About software
- About the Windows® file system
- Finding and moving files
- "Cut, copy, and paste"



- The Recycle Bin
- De-fragging your hard drive
- Text formatting
- Getting started with Microsoft Word®
- Microsoft Word® basics
- Printing Microsoft Word® documents
- Getting started with Microsoft Excel®
- Microsoft Excel® basics
- Printing Microsoft Excel® spreadsheets
- Getting started with Microsoft Outlook®
- Microsoft Outlook® basics
- Sending and replying to email messages
- Cc and Bcc
- Sending email attachments
- Managing your contacts
- Scheduling appointments with the Calendar
- Outlook® folders
- Creating new folders in Outlook®