

Introduction to Personal Computers Office 2003 and Windows XP

General Description	This course aims to provide a general introduction to personal computers using Microsoft Windows XP and Microsoft Office 2003.
Learning Outcomes	At the completion of this courseware participants will be able to: <ul style="list-style-type: none">• 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.
Target 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	This course is designed for participants with little or no knowledge of computers or computer software.
Pages	9 chapters, 178 pages, and 28,564 words!
Approx* Duration	74 exercises. Anticipated duration* of 12.3 hours
Methodology	A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
Companion Publications	Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at www.watsoniapublishing.com for more details.

* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Monday, January 17, 2005 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice



Introduction to Personal Computers Office 2003 and Windows XP

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