

Introduction to Personal Computers Microsoft Office 2007 & Windows Vista

General Description	The skills and knowledge acquired in Introduction to Personal Computers are sufficient to be able to use and operate the computer and software to perform tasks such as create documents, simple worksheets and perform basic file management.
Learning Outcomes	At the completion of Introduction to Personal Computers Microsoft Office 2007 & Windows Vista you should be able to: <ul style="list-style-type: none"> • start your computer and perform some basic manipulation of the Windows operating system • understand and work with the ready made folders in Windows Vista • create and work with document folders on your computer • understand and use some of the more common features in Office 2007 applications • use Microsoft Word 2007 to create a basic word processed document • create and use Microsoft Excel 2007 to process numbers • create and present an electronic presentation using Microsoft PowerPoint 2007 • create a simple database to store and process data
Target Audience	Introduction to Personal Computers is designed for people who are keen to extend their understanding and knowledge of the use of computers.
Prerequisites	Introduction to Personal Computers Microsoft Office 2007 & Windows Vista assumes little or no knowledge of computers or their software.
Pages	116 pages
Approx* Duration	16 hrs
Course Disk	Many of the topics in Introduction to Personal Computers Microsoft Office 2007 & Windows Vista require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com . Simply follow the student files link on the home page. You will need the product code for this course which is INF708.
Methodology	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .

** 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 Tuesday, August 05, 2008 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*

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Concluding Remarks

Your supplier is:

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