

## COURSE DESCRIPTION

Introduction to Computers course runs for 8 weeks.

The aim of this course is to acquaint participants with a basic outline of Computer operations

This includes preparation and editing of documents. The course is “hands on” (one computer per participant)



## INTRODUCTION TO COMPUTERS OFFICE 365

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## INTRODUCTION TO COMPUTERS Office 365



**Mill Park**  
COMMUNITY HOUSE



  
Adult, Community and  
Further Education

## Course Outline

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- Basic *Window* Structures
- The *Windows* Desktop
- Dialogue Boxes
- Altering the Desktop Arrangement
- Introduction to *Word* Processing
- Basic Editing in Wordpad
- The Formatting Toolbar
- Cutting and Pasting
- The Paint Program
- Adding Text to a drawing
- Managing Files in Office 365
- The Control Panel
- The Recycle Bin
- The History of Computers

## MATERIALS

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All course Materials required will be given on the first session

### COURSE TIMES

The Introduction to Computers Course runs on:  
Tuesday

### COURSE PAYMENTS:

Payment for this course is to be made on enrolment.

Fees: Full Fee- \$120.00  
Concession- \$100.00

## ENROLMENTS

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For Enrolment or further Information please contact  
**MILL PARK COMMUNITY HOUSE**

**9404 4565**

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