

# Computing: First & Next Steps

10 week courses available  
at Francis Bacon School



## First Steps

This course is aimed at complete beginners to gain confidence and experience in using computers.

## Next Steps

This course is a continuation from First Steps and will develop your skills and knowledge. Those who already have the skills outlined in First Steps are able to join.

### Course Topics

- Mouse and Keyboard Skills
- Identifying computer/IT devices
- Windows XP/ Application Software
- Typing and saving letters (files) using Word
- Using Cut, Copy & Paste
- Printing information
- Organise and find information on the computer (files & folders)
- Introduction to finding way around the Internet
- Health, Safety & Security Issues

- Managing data on computer – copy, move, delete and organise files & folders
- Internet - Using Search Engines, Completing forms, Security, Shopping Online
- Using Email with and without attachments
- More Microsoft Word functions
- Using Pictures/Images in documents & emails
- Introduction to Spreadsheet (Excel)
- Keep your Computer "Clean" ie free from viruses

**For more information please contact the  
Advice Centre on 01727 737080**



**The Alban Way  
Extended Schools**

