

# COMPUTER Literacy

Course Code: VTLOKCLYV

Duration: 2 Days (14 Hours)

SkillsConnect SDF Approved Course

Eligible for: SkillsFuture Credit  
SDF Grant ■ PIC Scheme



## Course Brief

Getting started with basic computer skills? This 2-day hands-on practical based course is a must for anyone who has little to zero knowledge in using a computer. This course is suitable for people from aged 12 to 75 regardless of education level.

The course is designed for the layman to be easy to follow and the starting point to acquire the basic skills in using a computer or laptop. It will equip you to handle basic operations of a computer and the usage of applications used in everyday work at the office or leisurely at home.

## Course Outline

### COMPUTER HARDWARE

- Types of Computer
- Basic Computer Components

### WINDOWS 7

- Starting and Shutting Down Your Computer
- Windows 7 Desktop Overview
- Working with Start Menu and Task Bar
- Working with an Application Window
- Working with the Windows Explorer

### THE INTERNET

- Using a Web (Internet) Browser
- Searching for Information on the Web
- Using Email

### MICROSOFT WORD 2010

- Exploring and Starting Word 2010
- Editing and Proofreading Document
- Formatting Document
- Working with Graphics

### MICROSOFT POWERPOINT 2010

- Opening, Closing and Saving Presentation
- Working with PowerPoint Views
- Starting a New Presentation
- Working with Text
- Inserting ClipArt and Pictures
- Running Slide Show



**It is never too late to start learning**

## This Course Is For

For those with zero to little knowledge or experience on using the computer. Very suitable for senior citizens who want to start their journey on being more IT savvy.

Public Sector - Division 1, 2, 3 & 4  
Private Sector - Applicable to All

## Course Fee

S\$310.00 before GST  
S\$331.70 after GST

## Related Courses

- Microsoft Word 2010 Basic to Intermediate
- Microsoft PowerPoint 2010 Basic to Intermediate
- Internet Training

## Four Ways to Register

- 1) By e-mail/Fax  
Download Registration form
- 2) Online Sign Up via our website
- 3) By HRMS-2 / ACE System  
For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our **Course Code** and **Course Date**. Be sure to inform them that the Training Provider is **Oaks Training**
- 4) By Phone: Call 6423-1183

## Customisation/Request

We can:

- Customise this course
- Conduct In-house Training
- Conduct Evening/Saturday Classes



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## For Your Delight

- Refreshments are provided for morning and afternoon tea breaks.
- A Certificate of Attendance will be given subject to 90% attendance.