

Essential Digital Skills Smartphone and Computer Hand in Hand



A Division of GIL Consultancy Pte Ltd
Building Foundations for Excellence

Fundamentals is key to proficiency in anything even with growing emphasis of Singapore becoming a Smart Nation. Being proficient or savvy in both your Personal Computer (desktop or Laptop) and your mobile devices is beneficial in a digital world. Do not be deceived that mobile devices is the only means. Have you ever complained that the screen is too small, your fingers are too big, your typing is too slow or inaccurate? If you have, the more reason why you need the computer or laptop. It is not always just about convenience, there are many reasons why using a computer or laptop is easier.

This 2-day course is for anyone who is new or relatively new to using a Personal Computer or your smartphone. Its emphasis is on using them for your day to day activities at the work place, at home or on the move. Essential applications that will enable you to stay connected, communicate and retrieve information across numerous platforms.

What's most important is that it is designed to be conducted at a slow pace and light hearted manner to ensure you will better understand and become familiar with your device and applications for routine work and usage. It will enhance your productivity in handling essential basic tasks for work and personal life.

This Course is For

Those with zero to little knowledge or experience in using the mobile phone (Smartphone) and or computer. Also suitable for those who want the flexibility of using both platforms.

This course requires the following

Bring your own Smartphone (Android or iPhone)

Duration

2 Days (14 hours)

Course Fee (after GST)

\$\$353.10

Check the website for up-to-date course details and pricing



Complimentary refreshments will be provided for morning and afternoon tea break.



Certificate of Attendance will be given subject to 90% attendance.



No Exam! Ample hands on practice to master lessons taught.



Local native speaking Trainers with more than 20 years of experience

Register now:

E-mail/Fax with Registration form

• Online Sign Up via our website here

• Via HRMS-2 / ACE System*

• Call Us 6423-1183

*For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our Course Code: **VTLOKDSSC** and Course Date. Be sure to inform them that the Training Provider is **Oaks Training**

Supported by:



Course Outline

WINDOWS 10

- Opening Application
- Turn on the Search Box
- Searching for Files and Application
- Shutting down your computer
- Working with window
- Keyboard shortcut to manage your window
- Managing Multiple Windows
- Personalizing your Desktop
- Change Display Setting
- Customizing the Start Menu
- Creating Tiles Group
- Working with File Explorer
- Recycle Bin
- Compressed (Zipped) Folder
- Unzip a Folder

Introduction of Internet

- What You Must Have?
- Understanding Web Pages
- Advanced Search in Google
- Working with Google Drive
- Google Map (PC/Smartphone)
- Google Translate (PC/Smartphone)

Facebook (PC/Smartphone)

- Create Album
- Download Photo

Communication Apps (PC/Smartphone)

- Whatsapp

Smartphone

- Transfer Photos to PC
- Transfer Photos to Thumb drive

Google Play

- Search for App
- Install/Update/Uninstall

Mobile Apps

- Bus App
- Food Panda
- Weather
- Singhealth

Publishing

- Save Your Movie to Your Computer
- Publishing to YouTube
- Publishing to Facebook