

Computer Skills using Vista or Windows7, Level 2.

Objectives

To extend the skills taught in the Computer Skills Level 1 course so that a range of subsequent courses can be undertaken with confidence.

Description

This course includes the use of Flash Drives, saving files to a new folder, inserting Clipart into documents, Drag and Drop, WordArt and an introduction to the SeniorNet Website.

It also enables the student to produce their own Certificate confirming completion of the full Computer Skills Course.

Prerequisites

Completion of the Computer Skills Level 1 course, with reasonable competence is necessary.