



Ron Beaufort Training, LLC

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Hands-On Technical Workshops

by Ron Beaufort

Course Specifications: **F1008**

Basic Computer Skills for Technicians Using Microsoft Windows

This **entry-level, one-day, hands-on** technical workshop is specifically designed to:

- help plant maintenance personnel acquire a general working knowledge of **personal computer** systems and the Microsoft **Windows** operating system
- provide the computer skills prerequisites for the hands-on technical workshops for PLCs, SLCs, and other automation products offered by Ron Beaufort Training, LLC

The following topics will be presented through hands-on exercises and demonstrations:

- Adjusting the mouse settings
- Adjusting the keyboard settings
- Click, double-click, and right-click
- Click and Enter
- Shift-click and Ctrl-click
- Drag and drop
- Pointing and displaying tool tips
- Cancel, Apply, and OK buttons
- Using Minimize, Maximize, Restore and Close buttons
- Resizing and moving windows
- Basic concept of focus
- Files, folders, directories and paths
- Slash vs. Backslash
- Filenames and extensions
- Disks and drives
- Using Windows Explorer
- Menu concepts and navigation
- Taskbar features and options
- Ctrl, Alt, Shift, Caps-Lock, and Num-Lock keys
- Backspace and Delete keys
- Insert and Typeover modes
- Understanding highlighted entry fields
- Scrolling with buttons, bars, etc.
- Home, End, Page-Up, and Page-Down keys
- Navigating without the mouse
- Clipboard concepts and practices
- Shortcut keys for Cut, Copy, and Paste
- Using Find for files and folders
- Accessing Windows Help
- Using Undo and the Recycle Bin
- Basic computer network concepts
- Basic communications concepts

This course will be conducted as a laboratory workshop using the **Problem/Solution** method of instruction. There are absolutely no transparency projectors and no PowerPoint slide shows involved. Instead, all of the course material is presented through a series of hands-on exercises which each student performs on **real-world equipment**. By working through the same types of tasks which are commonly encountered in the field, students not only master the material more rapidly but also improve their **problem-solving** skills and develop the **confidence** required to apply their new abilities on the job. Most students, particularly those with a maintenance technician background, respond enthusiastically to the challenges of this dynamic style of instruction.

Students successfully completing this course will be awarded 0.8 Continuing Education units.

In order to provide each student with an **individual workstation** and with adequate instructor attention, the class size is normally limited to six students.

There are no prerequisites for this entry-level class but students should be advised that this will be a fast-paced session requiring concentration and effort.

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