

# Skillsfuture@PA

## Basic Computer Course Step 1 & 2 初级电脑课程 单元一及单元二

### 1. Getting Started on IT

- Introduction
- Basic Parts of a Computer
- How to begin
- Using the Keyboard
- Using the Mouse
- My Computer
- Manipulating Windows
- What is the Internet?
- What do I need to surf the Internet?
- Log on the Internet
- Ready to surf
- Basic navigation buttons
- Searching for information on the web
- Log out from the internet
- Shut down the computer

### 2. Communicating using IT

- Introduction to Email

### 3. Fun with IT

- Games
- Introduction to eCitizen portal
- Fun with eCitizen

### 4. Getting Started on IT

- Introduction

- The Desktop
- Launching a program- WordPad
- Creating a file using WordPad
- The Internet
- Advance search engine
- The home page using history
- Using Favorite
- Review exercise
- Make IT work for you
- Sending electronic greeting cards
- Introduction to downloading from Internet
- Introduction to e-Community
- Introduction to online transaction

### 5. Make IT Safe To You

- About computer virus
- Internet security
- Tips on safe surfing
- Remember to stay cyber smart

**\$85 (M)**  
**\$90 (NM)**



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Start Date	End Date	Time	Day	Medium
29 July 24	07 Aug 24	7-10pm	Mon & Wed	Chinese
04 Aug 24	25 Aug 24	2-5pm	Sun	English
13 Aug 24	22 Aug 24	10am-1pm	Tue & Thurs	Chinese
17 Aug 24	24 Aug 24	10am-5pm	Sat	Chinese
26 Aug 24	04 Sep 24	10am-1pm	Tue & Thurs	English
31 Aug 24	07 Sep 24	10am-5pm	Sat	English
06 Sep 24	27 Sep 24	7-10pm	Fri	English
10 Sep 24	19 Sep 24	10am-1pm	Tue & Thurs	Chinese
22 Sep 24	29 Sep 24	10am-5pm	Sun	Chinese
30 Sep 24	09 Oct 24	7-10pm	Mon & Wed	Chinese
08 Oct 24	17 Oct 24	10am-1pm	Tue & Thurs	English
20 Oct 24	27 Oct 24	10am-5pm	Sun	English

Use SkillsFuture Credit to offset course fees!

用“未来技能培训补助”来抵消学费！

4 Lessons x 3 hours or 2 Full days x 6 hours



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