

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



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Start Date	End Date	Time	Day	Medium
14 Sep 21	23 Sep 21	10am-1pm	Tue & Thurs	English
18 Sep 21	09 Oct 21	5.30-8.30pm	Sat	Chinese
28 Sep 21	07 Oct 21	7-10pm	Tue & Thurs	English
01 Oct 21	22 Oct 21	7-10pm	Fri	Chinese
02 Oct 21	09 Oct 21	10am-5pm	Sat	Chinese
10 Oct 21	31 Oct 21	2-5pm	Sun	English
18 Oct 21	27 Oct 21	10am-1pm	Mon & Wed	Chinese
26 Oct 21	09 Nov 21	10am-1pm	Tue & Thurs	English
07 Nov 21	28 Nov 21	2-5pm	Sun	Chinese
09 Nov 21	18 Nov 21	10am-1pm	Tue & Thurs	English
12 Nov 21	19 Nov 21	10am-5pm	Fri	Chinese
15 Nov 21	24 Nov 21	7-10pm	Mon & Wed	Chinese
26 Nov 21	17 Dec 21	7-10pm	Fri	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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