



PC Laptop Literacy

Objective:

Laptop are displacing desktop PC nowadays with it's small footprint, portability and all-in-one design. It has become an essential part of our life in work and leisure. There are however many differences between them which some are just unique to laptop alone. As such, this course will address the gap for new user or existing user to get them familiarize, understand the laptop features available and how to use them for modern "on the move" daily tasks like using online productivity and collaboration tools for editing of documents, spreadsheets or presentation slides, attending online meeting or class, messaging, sharing data from cloud storage and using it for presentation.

Who should Attend?

This course is targeted at those who want to equip themselves with the skills and knowledge to use a laptop efficiently and effectively. So at the end of this course, participant will be confident and competent in using it.

Equipment:

Require 01 x Windows-based Laptop computer with Win10 installed. (To be provided)

Pre-requisite:

Nil

Course Outline

Introduction

- What is a laptop
- Laptop vs Desktop, their differences
- Various types of laptop

Understanding the Specification and Basic Parts of Laptop

- Led screen
- Multi-function Keyboard
- Trackpad
- Battery
- Different I/O ports

Familiarize with physical structure

- Size, Weight, color, texture
- Power on button
- Indicator Leds
- Purpose of the rubber legs
- Cooling fan
- Best way to carry

Using your Laptop

- Manage various Network connections
- Understand different power options
- Connect to a Projection unit
- Connecting to Cloud Storage
- Connect via VPN
- Using Online Office productivity tools
- Attending Online Meeting/Class

Maintaining and care of your Laptop

- Windows update
- Updating your Anti-virus software
- Backing up your files

Securing your Laptop

- Encrypting your drive
- Kensington Lock
- Passwords
 - Bootup password
 - HDD password
 - Windows (Password/Biometric/Fingerprint)