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## **EQUALSKILLS INTRODUCTION COURSE OVERVIEW**

Equalskills is a short, staged training programme with a certificate awarded upon successful course completion. Candidates progress at their own pace through an equalskills workbook, on-line interaction and a class tutor. The programme is fun, informal and easy-to-use showing newcomers; the basics of computing how to switch the computer on, use a mouse, explore the Internet and send emails. Equal Skills, acts as a foundation for further application training, designed to address the needs of those intimidated by computers. Candidates are encouraged to move on to further application training.

### **Course Content:**

- **Computer Basics** - Identifying components, Use of Mouse and explanation of the Keyboard.
- **Introduction to the Desktop** - Overview, Understanding icons, identifying parts of window: title bar, taskbar, menus, scroll bars, Close, Minimise and Restore buttons
- **File Management** - Files and folders, creating, opening and saving information, File Types. Cut, Copy and Paste
- **Working with Documents** - Creating a document, Entering and Formatting text, printing and Toolbars
- **World Wide Web** - Working with a Browser, using the toolbars, Navigating a website, searching for information using Search Engines, Entering web addresses (URL)
- **Email** - Using Microsoft Outlook Express. Sending and receiving mail, replying to and forwarding e-mail

**Course Duration: 12 Hours, Cost €150.**