

PC and Windows – For Beginners

Course code: ZPP

This course is assigned for users with no experience in working with computer. Students will familiarize with PC, basic notions from computer branch and work in Microsoft Windows background. They will assume the principles of work in text editor and work with files.

Who is the course for

This course is assigned for users with no previous use of computer.

What we teach you

Students will familiarize with PC and learn the basic operations in Microsoft Windows 8 background.

Required skills

None

Course Outline

Introduce to computer system

Elementary terms of personal computers field

- File, Folder
- Program
- Operating system
- Floppy disk and memory capacity, file size

Windows

- Advantages and disadvantages
- User interface description
- Desktop objects

Basic skills of working with mouse

- Dont be afraid of mice!

Fundamentals of controlling Windows

- Working with windows
- Working with menu
- Launching applications
- Working with multiple applications simultaneously

Main bar and menu START

Desktop

- This computer
- Other computers
- Recycle Bin

Typing with keyboard

- Typing basics
- Switching primary and secondary keyboard
- Using fonts

Working with files

- Creating a new document
- Saving a file
- Opening a file

Windows Explorer

- Viewing folders and files

GOPAS Praha

Na Strži 2097/63
140 00 Praha 4 - Krč
Tel.: +420 226 201 390
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 530 513 590
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 902 903 132
info@gopas.sk



Copyright © 2026 GOPAS, a.s.,
All rights reserved

PC and Windows – For Beginners

- Creating a new folder
- Working with files using mouse

GOPAS Praha
Na Strži 2097/63
140 00 Praha 4 - Krč
Tel.: +420 226 201 390
info@gopas.cz

GOPAS Brno
Nové sady 996/25
602 00 Brno
Tel.: +420 530 513 590
info@gopas.cz

GOPAS Bratislava
Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 902 903 132
info@gopas.sk



Copyright © 2026 GOPAS, a.s.,
All rights reserved