

# 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.

Affiliate	Duration	Course price	ITB
Praha	1	1 199 Kč	0
Brno	1	1 199 Kč	0
Bratislava	1	65 €	0

The prices are without VAT.

## Course terms

Date	Duration	Course price	Type	Course language	Location
------	----------	--------------	------	-----------------	----------

The prices are without VAT.

### 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

- Don't 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

#### GOPAS Praha

Kodářská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

#### GOPAS Brno

Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

#### GOPAS Bratislava

Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)



Copyright © 2020 GOPAS, a.s.,  
All rights reserved

# PC and Windows – For Beginners

- 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
- Creating a new folder
- Working with files using mouse

### **GOPAS Praha**

Kodaňská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

### **GOPAS Brno**

Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

### **GOPAS Bratislava**

Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)



Copyright © 2020 GOPAS, a.s.,  
All rights reserved