



Computer Skills Training

CST-08-CMF

Course Title

Using the Computer & Managing Files in Windows XP

Course Duration

½ Day (3hrs)

Pre-Requisite

Prior knowledge on using computer is not essential

Course Content

- Computer Environment & Operations
- Desktop Explained
- Managing Files (concept of moving, copying, deleting etc)
- Viruses
- Print Management

Certification

Using Windows XP Completion Certificate

Minimum Delegates Per Course

3

Course Commencing

Available on request

Provider

OPS International Ltd, Manchester

Other Courses

Production Process

Electrical Training

Mechanical Training

Planning & Control

Instrumentation

Driver Training

Health & Safety

English Language Course



Cert No. 6157

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