

1. Process gas
2. Cutting nozzle
3. Nozzle offset
4. Cutting speed
5. Molten material
6. Dross
7. Cut roughness
8. Heat affected zone
9. Kerf width

4 MAGNETIC CHARGER KEEP-OUT
DO NOT OBSTRUCT
THE CHARGING PAD

6 HEART RATE SENSOR
KEEP-OUT
NO THICKING
BEYOND FIELD
IN WATCH
DIRECTION

IKUSASA

CNC TRAINING CENTRE

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MICROSOFT

INTRODUCTION TO PC AND WINDOWS

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MICROSOFT COURSES

Introduction to PCs & Windows

Requirements: An understanding of the English language. Perfect for new computer users or users who have never had formal Windows training.

Duration: 1 Day

Time: 08:30 - 16:00

Inclusions: Catering & Refreshments (full time in-house training), relevant stationary, competency certificate.

OVERVIEW

This course introduces the learner to the world of Personal Computing, from using the mouse and keyboard, to working with windows, file management, and an introduction to applications like Word and Excel.

The course consists of 1 day in-class where we cover the following but is not limited to:

1. Getting Started

- Starting and shutting down the computer
- About the Windows Desktop
- Using the mouse
- The Start menu

2. Exploring the Keyboard

- Typewriter Keys
- Navigation keys
- Control keys
- Numeric keypad

- Function keys
- Indicator Lights
- Some keyboard ergonomics

3. Working with Windows

- Parts of a Window
- Sizing, moving and arranging windows

4. Working with Libraries, Folders and Files

- Computer
- Windows Explorer
- Files, Folders and Libraries
- Working with files

5. Working with Programs

- Opening a program
- Opening an existing document or file
- Using commands in a program
- Creating a new document
- Saving a new document
- Saving an existing document with a new name

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