

WOTMERS TECHNOLOGIES LTD

# Computer Skills for Beginners

Your First Step into the World of Technology — Confident & Ready

Duration	Level	Course Fee	Delivery
4 Weeks (Full-Time) / 8 Weeks (Part-Time)	Complete Beginner	Contact Us for Fee	In-Person   Abuja & Kaduna

## Course Overview

The Computer Skills for Beginners programme is specifically designed for individuals who have little or no experience with computers. In a friendly, patient, and practical learning environment, students gain the foundational digital literacy skills needed for everyday life, employment, and further tech education. Topics range from switching on a computer and using a keyboard, to sending emails, browsing the internet safely, creating documents, and using spreadsheets. By the end of the course, students will be confident, independent computer users.

## Course Curriculum

Week	Topic	What You Will Learn
Wk 1	<b>Getting Started with Computers</b>	Parts of a computer, turning on/off, mouse and keyboard skills, desktop navigation, file management
Wk 2	<b>Microsoft Office Essentials</b>	Word processing (MS Word), creating/formatting documents, spreadsheet basics (Excel), PowerPoint intro
Wk 3	<b>Internet, Email &amp; Online Safety</b>	Web browsing, search engines (Google), email with Gmail, online safety, passwords, social media basics
Wk 4	<b>Productivity &amp; Practical Applications</b>	Google Workspace, video calls (Zoom/Meet), printing, cloud storage (Google Drive), digital job applications

## Learning Outcomes

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By the end of this course, students will be able to:

- ✓ Navigate a computer desktop with confidence
- ✓ Use Microsoft Word to type and format documents
- ✓ Send and receive emails professionally
- ✓ Use Google Workspace tools (Docs, Sheets, Drive)
- ✓ Create, save, and organise documents and folders
- ✓ Build basic spreadsheets in Microsoft Excel
- ✓ Browse the internet safely and effectively
- ✓ Participate in video meetings on Zoom or Google Meet

## Tools & Technologies Covered

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Microsoft Windows	Microsoft Word	Microsoft Excel	Microsoft PowerPoint
Google Chrome	Gmail	Google Drive	Zoom

## Career Opportunities

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- Office Assistant
- Administrative Support
- Data Entry Clerk
- Customer Service Rep
- Sales Executive
- Further Tech Training

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