

Training Course Specification

Course: **Introduction to PCs and DOS**

Duration: **Half-Day**

COURSE OBJECTIVES: To give an introduction to the PC. The main components of and theory behind the PC will be covered. Delegates will have DOS explained and learn how to use the PC with DOS.

WHO SHOULD ATTEND: People who will be using a PC who have no actual knowledge of what a PC is or how it works. Nor indeed how to work one.

EXPERIENCE NEEDED: This course assumes no previous experience of using a PC or a PC keyboard.

COURSE CONTENTS:

1: Computer Basics

WHAT YOU REALLY MUST KNOW ABOUT A PC.
COMPUTER MEMORY.
HARDWARE.
SOFTWARE.
PC START UP AND DOS.
DISKS & DISK DRIVES.
THE KEYBOARD AND BASIC DOS KEYS.
BASIC DOS COMMANDS.

2: Formatting Disks and Copying Files

DISK AND FILE MANAGEMENT.
FILE NAMES
FORMATTING DISKS.
DIRECTORIES.
THE TREE COMMAND.
COPYING FILES
RENAMING
COPYING DISKS.

3: DOS Commands

INTERNAL AND EXTERNAL COMMANDS.
DOS HELP.
MORE DOS COMMANDS.
DELETING FILES
UNDELETING FILES
DELETING DIRECTORIES

4: Managing Your Data

THE PATH COMMAND
THE PROMPT COMMAND.
BACKUP AND RESTORE.
FILENAMING CONVENTIONS