

## Small Business Computer Accounting

1 DAY COMPUTER WORKSHOP

### COMPUTER SKILLS NEEDED

Can you recognise and turn on/off a computer, monitor, printer, etc?	<input type="checkbox"/>
Do you understand, and can use, a mouse?	<input type="checkbox"/>
Can you use a keyboard?	<input type="checkbox"/>
Do you understand, and can recognise, disk drives and the media they use?	<input type="checkbox"/>
Do you understand the difference between hardware and software?	<input type="checkbox"/>
Do you understand the difference between program, folder and file?	<input type="checkbox"/>
Can you select the appropriate software program for a task?	<input type="checkbox"/>
Do you know what the Desktop is, and icons?	<input type="checkbox"/>
Do you understand the concept of Menus and how to navigate them?	<input type="checkbox"/>
Can you open a program (application) using the Start button?	<input type="checkbox"/>
Do you understand the concept of toolbars, toolbar buttons; and the relationship of toolbar buttons to menu selections?	<input type="checkbox"/>
Can you use Help screens in software programs?	<input type="checkbox"/>
Can you maximise/minimise a window?	<input type="checkbox"/>
Can you resize a window by dragging its borders?	<input type="checkbox"/>
Can you switch between open windows?	<input type="checkbox"/>
Do you understand scrolling/scroll bars?	<input type="checkbox"/>
Can you successfully exit/close a program?	<input type="checkbox"/>
Can you print a document?	<input type="checkbox"/>

You do not need to be a typist - two finger typing is fine!