



COMPUTER AWARENESS



An interactive training course on Information Technology

This SafetyNet interactive learning course is designed to make you feel more comfortable with the PC in your back office. It will help you master the mouse and the keyboard if you do not have these skills already and it will explain the mysteries of the "Desk Top".

The course will also introduce the basic concepts of programs such as Microsoft Word, Excel and PowerPoint.

Progress and achievement is tested during the tutorial, by inbuilt assessment tests and the course records the Learners progress through a bookmarking system providing an auditable trail to inform the learner of their progress and results.

The "safety is a state of mind" and "no one works to get hurt" culture is reinforced throughout the course.

- ➔ A **cost effective** solution to your training and ongoing assessment requirements.
- ➔ **Recorded evidence of training** covering safe working practice and legal compliance.
- ➔ **Measurable** progress and achievement.
- ➔ **Consistent, reinforced** auditable training.

Having completed the tutorial, a random assessment test is generated and the course records the Learner's progress providing an auditable trail of results and a **certificate** of completion can be printed for successful students.

This certificate provides evidence of the underpinning knowledge required prior to completing a workplace assessment to prove competence.

Successful completion may be used to provide evidence for **Accreditation of Prior Learning for S/NVQs**.



My SafetyNet courses...

- Have the course customized to reflect your company's corporate identity, site requirements and company policy.
- Delivery of training can be configured to suit individual company IT requirements.
- Course accreditation can either be in – house or external (e.g. RoSPA, IOSH or CPD) depending on your particular requirements.



A COST EFFECTIVE SOLUTION TO YOUR TRAINING

please click image to see demo

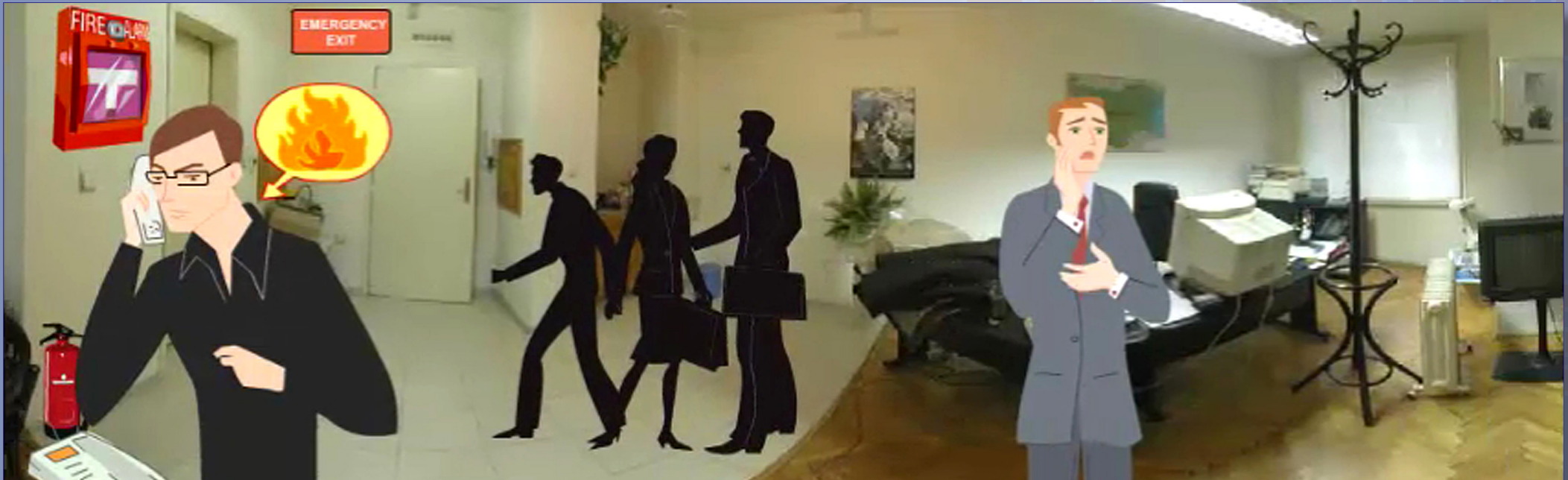
INTERACTIVE SCENARIOS

Regardless of the subject matter, all of the learning material that we develop is designed to engage, motivate and challenge the learner through the use of interactive screens which help to improve trainees' knowledge retention.

We are now enhancing the learning environment within our courses by adding course specific interactive scenarios that encourage the learner into interactive play further improving the knowledge transfer.

The courses and modules that we create can be used for standalone or as part of a blended learning approach and much of the materials have been designed with both purposes in mind.

Well designed learning materials can be used in many different scenarios, maximising your investments.





COMPUTER AWARENESS

Course Modules

1. Communicating with the PC. Mouse and Keyboard.
2. PC Basics Understanding the computer. What is Windows?
3. Microsoft Office - Word. Understanding the Word Screen. Loading and Saving a Document. Writing and Editing Text. Special Procedures.
4. Microsoft Office - Excel. Understanding the Excel Screen. Loading and Saving a Spreadsheet. Basic Worksheet Operations. Special Procedures.
5. Microsoft Office - PowerPoint. A Blank Presentation. Templates. Opening an Existing Presentation.

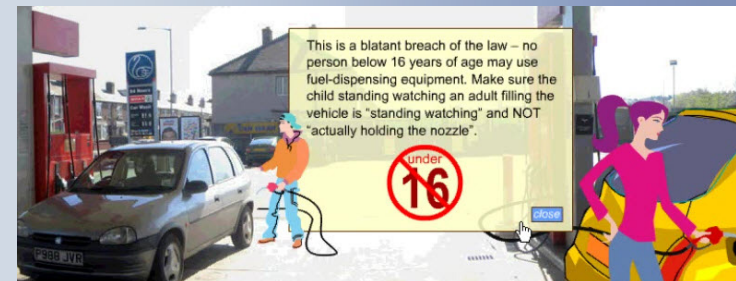


Company Specific Scenarios



We can also create scenarios for your company to reflect specific hazards and situations relevant to your industry.

please click the images to see demo



...training for success

Other courses in the SafetyNet series:

Working Safely, Health & Safety Awareness, COSHH, Hazard Identification & Risk Assessment, PPE, RPE, Loading & Unloading, Safety in the Office, DSE, Manual Handling, Handling & Use of Flammable Liquids, Noise & Vibration, Driving Safely, Fire.

Further information on
SafetyNet products available at:

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