



**African Helix  
Training**

*In Pursuit of Excellence and Beyond...*



Introduction to  
Computing

Course Content

+27 87 265 1521  
+27 68 647 2330  
info@africanhelix.com  
alvin@africanhelix.com  
www.africanhelix.com



## Overview

This 2-day introductory course is designed for individuals with little or no experience with computers. It covers the fundamental concepts of computer hardware, software, operating systems, and essential applications. Learners will gain a basic understanding of how to use computers effectively, and perform common tasks.



## Course Prerequisites

Knowledge of data modelling concepts and basic DAX functions. Understanding of SQL queries and databases (preferred but not required).



## Target Audience

Data Analysts, Business Intelligence Professionals, Data Scientists, IT Professionals and Decision Makers



## Course Outline

***Please note that due to the dynamic nature of Office 365/Microsoft 365 some content may change without notice.***



## Duration

**In Class/Virtual Class: 2 Days**

(08:30 – 15:30)



## Delivery Methods

- On-Site
- At designated location
- Virtual Live



## What You Get

- Certificate of Completion



## Outcomes and Objectives

- Advanced Data Modelling: Create and manage complex data models.
- Custom Visualizations: Develop custom visualizations and dashboards.
- DAX Formulas: Utilize advanced DAX (Data Analysis Expressions) formulas.
- Optimization: Optimize report performance and data refresh rates.





## **Day 1: Understanding Computer Basics**

### **Session 1: Introduction to Computers**

- What is a computer?
  - Types of computers (desktop, laptop, tablets, smartphones)
  - Basic hardware components (CPU, memory, storage, peripherals)
  - Input and output devices (mouse, keyboard, monitor, printer)
- Activity: Hands-on exploration of different hardware components.

### **Session 2: Operating Systems**

- Introduction to operating systems (Windows, macOS, Linux)
  - Basic functions of an OS
  - Navigating the desktop, taskbar, and start menu
  - Using File Explorer/Finder to manage files and folders
- Activity: Practical exercises in file creation, organization, and deletion.

### **Session 3: Understanding Software**

- What is software?
  - Types of software (system software, application software)
  - Installing and uninstalling software
  - Introduction to common software (Word processors, spreadsheets, web browsers)
- Activity: Installation of a simple software application.

### **Session 4: Basic Troubleshooting**

- Common computer problems and solutions
  - Restarting a frozen computer
  - Checking system performance
  - Importance of updates and security patches
- Activity: Group troubleshooting exercises for common problems.



## **Day 2: Practical Computer Use**

### **Session 5: Introduction to the Internet and Web Browsing**

- What is the internet?
  - Web browsers (Chrome, Firefox, Edge)
  - Understanding URLs and search engines
  - Safe browsing practices and recognizing secure websites
- Activity: Searching for information using search engines and bookmarking websites.

### **Session 6: Introduction to Email and Communication Tools**

- Setting up an email account (Gmail, Outlook)
  - Sending, receiving, and organizing emails
  - Introduction to online messaging and video conferencing (Zoom, Microsoft Teams)
- Activity: Hands-on practice with sending and receiving emails and joining an online video call.

### **Session 7: Word Processing Basics**

- Introduction to Microsoft Word or Google Docs
  - Creating, saving, and editing a document
  - Formatting text (font size, colour, alignment, etc.)
  - Adding images and tables to a document
- Activity: Create a basic document and format it according to specific instructions.

### **Session 8: Basic Computer Security and Best Practices**

- Importance of strong passwords
  - Recognizing phishing and malware threats
  - Installing antivirus software
  - Keeping software up-to-date
- Activity: Group discussion on secure online behaviour and password creation exercise.



**Course Wrap-Up and Q&A (1 hour)**



**For More Details and to Register, Please Contact**

**Course Coordinator**

Alvin Mlambo

Phone: +27 (0) 87 265 1521

Cell: +27 (0) 68 647 2330

Email: [alvin@africanhelix.com](mailto:alvin@africanhelix.com)

Website: [www.africanhelix.com](http://www.africanhelix.com)

**Course Leader**

Lynnett Ndhlovu

Phone: +27 (0) 83 278 2344

Cell: +27 (0) 73 114 3092

Email: [lynnett@africanhelix.com](mailto:lynnett@africanhelix.com)

Website: [www.africanhelix.com](http://www.africanhelix.com)

**ENROLL NOW**