



## Microsoft Windows XP/VISTA

<b>Duration : 30 Hours (Flexible)</b>	<b>Course Fees and Start Dates</b>
<b>Maximum Class Size : 8 <u>Students</u></b>	For the latest <u>start dates</u> and <u>course fees</u> visit <a href="http://www.edenhousecomputing.co.uk">www.edenhousecomputing.co.uk</a>

Windows XP/VISTA sets a new standard for performance and reliability, learn all about the new functions and features within the operating system and how you can manage and organise all your documents, photos and folders in your PC at home and office. You will learn how to install software, install and configure hardware (printers, scanners, digital cameras).

The study session will be supported by qualified teachers with set lessons. Students studying towards a Microsoft (MOS Certification) or the ECDL (European Computer Driving License) qualifications will find this course to provide excellent preparation for the respective modules. These are internationally recognized qualifications demonstrating that you have the skills needed to use the most common computer applications efficiently and productively.

- Great for your CV
- Ideal for Office Staff
- Maximum Class Size: 8 Students
- Course Duration: 30 Hours (Flexi-Time)
- Study Method: [Tutor Supported Interactive Sessions](#)
- Create your own timetable by choosing to attend any number of sessions per week until you have used up your 30 hours
- We have three daytime class time to choose from: Morning, Lunchtime or Afternoon. Each class is 3 hours in duration.

	Mon	Tue	Wed	Thu	Fri
09:00 - 12:00					
12:00 - 15:00					
15:00 - 18:00					

**Microsoft Windows XP/VISTA – £150**

For upcoming dates see [www.edenhousecomputing.co.uk](http://www.edenhousecomputing.co.uk)

To book your place, please contact us on [ecd1@edenhouse.co.uk](mailto:ecd1@edenhouse.co.uk) or call 0845 643 9 346



## IT User Fundamentals

The primary objective of the course is to broaden a user's knowledge of Ms Windows Operating System.

### Programme Developed For

Users with hands on experience in the PC environment and intermediate knowledge of Office 2003 applications. This course will broaden the student's knowledge leading towards an internationally recognised Qualification.

### Prerequisites

A basic knowledge of using a personal computer in the Windows environment is an essential prerequisite for this course.

- Knowledge of personal computer fundamentals
- Experience in working within the Microsoft Windows environment
- A reasonable degree of keyboard proficiency
- Experience in using a mouse

### Programme Focus

1. Operating System
2. File Management
3. Maintain Systems
4. Print Management
5. Health and Safety
6. Security
7. Law

### Certification

Participation Certificate / ECDL<sup>®</sup> / ECDL Essentials / Flexiqua

### Further Progression

Professional Certifications (ECDL, A+, MCP, MCSA, MCSE)