



Computing 1-2-3: Email and Internet

State ID: MAA03

About this course

Description

This fun and engaging course will help you to become more confident in using a range of technology, including basic word processing, internet and email.

The course includes:

- Start up and shut down a personal computer
- Create a file and save documents
- Navigate the desktop to open programs and documents
- Create a simple word processed document
- Send and receive short email messages
- Understand how to access websites
- Basic troubleshooting

Certification

On successful completion of this course, students will receive a statement of attainment for the following nationally accredited units.

GATTEC001A Introduction to Technology



**South
Regional**

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Western Australia.*

Overview



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