

# Mouse & Keyboard Fundamentals (Absolute Beginners)

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## Course Information:

This course aims at those with no prior computer experience what so ever. We have found that a large number of people are interested in learning computers and the internet, but are scared off by the fact that they don't know even the basics of how to use a mouse or keyboard.

Mouse & Keyboard Fundamentals is not a typing course. It is a course that will help you understand what each key on the keyboard does and when and how to use them. You will learn things like the purpose of the Tab key, what the difference is between the Backspace and Delete keys and what the Ctrl and Alt keys do and more.

So if you are interested in beginning your computer journey, both Martin the Mouse and Kate the Keyboard are waiting to assist you to gain the skills and confidence to explore the exciting world of cyberspace.

Mouse & Keyboard Fundamentals runs for 2 hours. If you require further information or wish to book your place in a course please call 4151 6644 today!



### Bay Connect Bundaberg

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### COURSE BOOKING POLICY

A FULL FEE or 50% DEPOSIT must be paid at time of booking. Corporate clients paying via account must send a purchase order in order to place booking. No course booking will be accepted without payment, deposit or purchase order.

Thank you.