



## How to get the best out of your computer (basic computer maintenance)

This course will enable you to achieve a basic grasp of the workings of a computer and how to keep it running smoothly.

<b>Duration:</b>	A half day course (9:00am – 12:00pm approximately)
<b>Equipment:</b>	No equipment is necessary for you to bring to the course. Pens and note paper will be available.
<b>Refreshment:</b>	Refreshments will be available throughout the duration of this course.

---

### Course Content

Understand how your computer works in simple terms

Good housekeeping and routines

Understand error messages

Maintain security

The do's and don'ts

Simple fault-finding

---

*Course content may vary slightly from the above*

**Broadland Council Training Services**  
**Business Training**  
Thorpe Lodge, 1 Yarmouth Road  
Norwich, NR7 0DU

Freephone: 0800 3891113  
Fax: (01603) 430561  
E-mail: [business@broadland.gov.uk](mailto:business@broadland.gov.uk)  
[www.broadland.gov.uk/trainingcourses](http://www.broadland.gov.uk/trainingcourses)