

COMPUTER SKILLS FOR YOUR SUCCESS AT GBCA

Dear new student,

Congratulations on your acceptance to study at GBCA, in order for you to get the most out of your studies there are a number of basic computer skills you will need. These skills include the use of emails, word processing software and basic internet navigation. It is important for you to have access to your own personal computer as well as an internet connection at home. However, if you do not have access to these items, there are computer for free use located in the GBCA library located on level 1, building 338. Most subjects (units) you will be undertaking at GBCA will be supported online, this is where you will find weekly readings, assessments and unit outlines. Many units will require that you submit assessments electronically through the college website.



Frequently asked questions (FAQ)

I HAVE MY OWN COMPUTER AND AM FINE WITH WORD PROCESSING, FILE MANAGEMENT, EXCEL AND THE WEB IN GENERAL. DO I NEED TO DO ANYTHING?

Answer: All you need to do right now is to familiarize yourself with:

- *The college's website.*
- *The library website*
- *Moodle*

I HAVE NEVER USED A COMPUTER BEFORE, OR ONLY FOR EMAIL. WHAT SHOULD I DO?

Answer: Developing computer skills is an important part of your success here at GBCA, you would greatly benefit from having a basic understanding of computers before you begin your studies. Doing a course with lots of computer hours is best, but there are online tutorials available if you have access to a computer and some help from a friend. Please follow these links to begin learning specific skills:

[Basic computer skills](#)

[Online Study Basics](#)

[Microsoft Word Tutorial](#)

[Microsoft Excel Tutorial](#)

[Microsoft PowerPoint Tutorial](#)

[Microsoft Access Tutorial](#)

[Learn How to Touch-Type](#)

I HAVE SOME EXPERIENCE, BUT I AM NOT SURE THAT IT WILL BE ENOUGH. WHAT ADVICE CAN YOU GIVE ME?

Answer: Try this checklist —if you mostly answer yes and you are pretty good at “finding your way around” a computer and the online environment, then you should be able to learn the rest along the way.

My Computer Experience Checklist

Tick which applies: Yes — I can do this, ? — I may need help, No — I cannot do this yet

| Basics | YES | ? | NO |
|---|------------|----------|-----------|
| Login to a computer using my user name and password | | | |
| Use a mouse to move the cursor, black out bits of text, and open programs | | | |
| Save a file to a USB stick or the hard drive of my computer | | | |
| Windows environment | YES | ? | NO |
| Open and use multiple windows | | | |
| Understand the parts of a desktop window, e.g., scroll bar, toolbar, title bar and menu bar | | | |
| Open a program | | | |
| Open multiple programs and/or files | | | |
| Find your way around the basic directory and folder structure for file management | | | |
| Delete files or folders | | | |
| Word Processing | YES | ? | NO |
| Create a new document or open an existing document | | | |
| Cut, copy and paste within a document or between documents | | | |
| Basic formatting, including indenting and changing line spacing, font, font size and style | | | |
| Use the undo, redo and do-again commands | | | |
| Use the spell checker | | | |
| Insert a table into your document | | | |
| Preview a document | | | |
| Insert page numbers and change margin sizes | | | |
| Internet | YES | ? | NO |
| Open a web page using a web browser, e.g., Internet Explorer, Chrome or Firefox | | | |
| Move forwards and back through web pages | | | |
| Follow links from one web page to another | | | |
| Use a search engine (e.g., Google) to locate information on the internet | | | |
| Email | YES | ? | NO |
| Use an email system to read, create, send, delete or forward messages | | | |
| Attach files to an email | | | |
| Open or save files that are attached to an email | | | |
| The GBCA online environment | YES | ? | NO |
| the GBCA home page | | | |
| the Library web page | | | |
| Moodle | YES | ? | NO |
| Submit assessments | | | |
| Download the feedback | | | |
| Download the study materials | | | |