

Microsoft Windows

GET A CERTIFIED DIPLOMA



Microsoft Windows is the most popular operated system. Having basic computer skills is a significant asset in today's modern world. Computers keep us connected to family and friends and help us do our jobs. Learn how to use a computer comfortably, while improving learning and productivity.

Is this the right course for you?

This course is designed to introduce you to personal computing and the Windows operating system. If you're a beginning computer user, these topics can help you understand the tasks and tools you need to use your computer successfully.

Learning outcomes

Upon completion of this course you will know:

- What is a computer?
- How to manage files and folders
- How to work with software.
- Create, save and delete files and folders.

Course Duration & Price

- The group is limited to a maximum of 6 students.
- 3 sessions: CHF 330
- Chèque Annuel de Formation.

Admission requirement

- No admission requirement.

Certification

To qualify for your official certificate you must pass the final exam.
Participant will receive a certificate of presence.
