

# COMPUSULT

## Computer Basics and Troubleshooting

The computer world is always changing, but there are some constants and ways to troubleshoot problems safely without taking your computer to an expert. Knowing the basics behind all the details, language and recommended techniques will help you stay up-to-date and work more efficiently. You will know when a problem is simple to fix or when you need expert help. This will save you time, stress and money in the long run. You will be more confident making computer-related purchases.



### This course will cover:

- Recommended software installation methods and precautions
- Troubleshooting common problems (both generic and related to the specific software on your system)
- Internet recommendations and safe places to find free downloads
- Common Windows keystrokes to save time
- Exploring the Internet as an effective research tool and how to appropriately credit Internet resource in published or submitted work

### You will receive:

- Comprehensive handout and/or electronic document of the course content
- Compact cheat sheet of Windows keystrokes
- Where appropriate, a summary of other information covered based on custom needs



### Course Detail

We offer a session on these topics customized to your particular needs. We can host this session at our location on Dresden Row in Halifax or at your organization's location.

### Course Requirements:

- Access to Internet at the course location
- Workspace that is relatively free of distraction for the training period
- One week prior notice of custom content in order to prepare and organize content appropriately
- One week prior notice of a group session in order to gather information from participants



**COMPUSULT**

*Specialists in Workplace  
Adaptation and Accommodation*

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## Pricing Structure

Session	3 to 5 Trainees	6 to 9 Trainees
Full Day	\$265/person	\$133/person
Half-day	\$133/person	\$65/person

Call for a flat fee for 10 or more attendees.

Print and scan the completed form and send it to [at@compusult.net](mailto:at@compusult.net). An electronic version of the same form can be found at [www.compusult.at/at-website/training](http://www.compusult.at/at-website/training). Indicate your chosen course on the electronic form.

## Individual Registration

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Organization: \_\_\_\_\_

E-mail: \_\_\_\_\_

Requested Training Date(s): \_\_\_\_\_

Location of training:

Our location (1526 Dresden Row, Halifax NS)

Your location: \_\_\_\_\_

## Group Registration

Name	Organization	Contact Number	E-mail

## Method of Payment

- Purchase Order Number: \_\_\_\_\_
- Credit Card: We will contact you to get credit card information.
- Cheque (must be received before date of training)

**Please register at least 1 week in advance of the training.** We will contact you upon receiving this form or any other communication from you to discuss specific training needs and confirm your specified dates.



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