



Basic PC Skills

Learning Outcomes

At the completion of this courseware participants will be able to:

- gain an overview of Windows, Word, Excel and Outlook
- open and manage desktop programs
- understand data storage and navigate your computer's drives, folders and files
- use Microsoft Word to compose and format documents.
- use Microsoft Excel to build Spreadsheets and perform calculations.
- use Microsoft Outlook to create and send email messages.
- create Calendar entries.
- manage tasks.

Course Prerequisites

There are no prerequisites for this course.

Course Duration:

One day: 9:00am - 4:30pm

Inclusions:

Each participant will receive a comprehensive course manual and a Certificate of attendance.

What to Bring:

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

Course Topics:

Windows

- Log In and Out of Windows
- Launch Programs
- Search Box
- Customizing the Start Menu
- Jump Lists
- Windows Taskbar
- Notification Area
- Desktop Gadgets
- Themes
- Sticky Notes
- Snipping Tool
- Window Management
- Available Wifi Networks
- Organising files
- Windows Explorer
- Managing Files or Folders

Microsoft Word

- Word Interface
- Creating New Documents
- Document Templates
- Saving Documents
- Closing a Document
- Opening a Document
- Selecting Text
- Cut, Copy and Paste
- Undo
- The Mini Toolbar
- Formatting Levels
- Changing Font Face, Size and Colour
- AutoPreview
- Character Enhancements
- Paragraph Formatting
- Alignment
- Indentation
- Paragraph Spacing



Microsoft Excel

- Excel Screen
- Navigating through Excel
- Using the Mouse
- Using the Keyboard
- Open Documents
- New Sheets
- Views
- New Document
- Entering Data
- Save a File
- Update a File
- Making Selections
- Editing Cell Contents
- Cancel Edits
- Undo / Redo
- Cut, Copy and Paste
- Fill Handle
- Insert Columns and Rows
- Building formulas
- Formula References
- Relative cell references
- Functions defined
- Function Structure
- Entering Worksheet Functions
- Commonly Used Functions
- Formatting

Microsoft Outlook

- Outlook Environment
- New Email Messages
- Email Signatures
- Saving a Draft
- Email Templates
- Sending Email Messages
- Email Subject
- Email Recipients
- Reply and Forward
- Calendar Entries
- Appointments
- Events
- Meetings
- AutoCreate
- Calendar Items from Emails
- Creating Task Items
- New Assigned Task
- Converting Emails into Tasks