

Starter Package

Computer Fundamentals, Word Basics, Excel Basics, Outlook Basics

COURSE OUTLINE



caring, flexible, professional

TARGET AUDIENCE

This package is designed for those who have very little or no experience using a computer and wish to make a start at learning more about how a computer works and some of the widely used applications. It is also aimed at those who wish to improve their confidence around computers.

LEARNING OUTCOMES

The skills and knowledge covered will build confidence and enable learners to understand computer jargon, find their way around Windows, create a file system and use key features of Word, Excel and Outlook.

DURATION: 1 day a week for two weeks

COURSE OUTLINE

WEEK 1

Computer Theory

Computer Technology

- Computer Types
- Networks
- Hardware & Software
- Peripheral & storage devices
- Memory & storage capacities
- Mobile devices
- The Computing Process

Using & Maintaining Computers

- Preventative maintenance
- Physical cleaning
- Health & Safety
- Viruses and other malware
- Anti-virus software & Firewalls
- Rules to avoid data corruption

Practical Session

- Computer commands
- Keyboard & mouse controls
- Getting started in Windows
- The Control Panel
- Working with windows

Files and folder management

- Creating new folders
- Creating subfolders
- Saving a file onto a usb stick
- Saving and copying files and folders
- Saving a simple Word file into a folder

The Internet

- Connecting to the internet
- Browsing the web
- Google, Bing and Edge
- Navigating sites
- Safety on the internet
- Bookmarking sites
- What is "The Cloud"?

WEEK 2

WORD 2016© Basics

Getting to know Word

- The Word Screen
- The Ribbon & Dialog Boxes
- The Quick Access Toolbar
- The Status Bar

Working with Documents

- Creating a new document
- Saving & updating a document
- Safely closing a document
- Navigating a document

Working with Text

- Text selection techniques
- Entering & editing information
- Text formatting & alignment
- Line spacing
- Pictures & Symbols
- The Spelling & Grammar tool
- Borders & Shading
- Bullets & Numbering

EXCEL 2016© Basics

Getting to know Excel

- The Excel Screen
- Understanding the Backstage
- Exiting Safely from Excel

Creating simple spreadsheets

- Creating a New Workbook
- Entering data
- Saving & updating workbooks
- Widening columns & rows
- Defining ranges
- Checking accuracy
- Navigating workbooks

WEEK 2 continued..

Formatting Worksheets

- Formatting text and numbers
- Understanding Cell Alignment
- Borders & Shading
- Inserting pictures
- Cut, copy & paste
- Working with sheets
- Preparing to print
- Printing worksheets

Formulas and Functions

- Simple formulas
- SUM function
- Copying formulas

OUTLOOK 2016© Basics

Getting Started with Outlook

- The Program Window
- The Ribbon
- The Backstage View
- Module & Item Tabs
- The Quick Access Toolbar
- Navigating to Outlook features

Emails

- Creating & sending emails
- Adding, viewing & saving attachments
- Reply, Reply to All and Forward

Calendar

- Scheduling & changing appointments
- Recurring appointments
- Displaying different calendar views