

## Computer Introduction for Beginners – 30 Hours

This course is aimed at those people who are new to computers. Perfect for personnel who have recently moved (or want to move) into a position where they are required to use a computer on a regular basis.

- |  |  |
|--|--|
| <p>a) Windows/File Management (3 hours)</p> <ul style="list-style-type: none"><li>★ Learn how to Start programs</li><li>★ Save vs. Save As, How to find your files</li><li>★ Creating Folders, moving and copying files</li><li>★ Copy and Paste</li><li>★ Getting to Know the Keyboard</li><li>★ Printing</li><li>★ Typing</li></ul> <p>b) Email/Outlook (2 hours)</p> <ul style="list-style-type: none"><li>★ Email Etiquette</li><li>★ Composing, Replying, Forwarding, Deleting, Listing, Searching for Emails</li><li>★ Creating Folders, Moving Emails</li><li>★ Creating Appointments</li></ul> <p>c) Internet (2 hours)</p> <ul style="list-style-type: none"><li>★ Accessing Websites</li><li>★ Creating Favorites/Bookmarks</li><li>★ Using Search Engines (i.e. Google)</li></ul> | <p>d) Microsoft Word Level 1 (5 hours)</p> <ul style="list-style-type: none"><li>★ Create, Edit and Format Documents</li><li>★ Setting Tabs, Margins and Indents</li><li>★ Setting Page Breaks</li><li>★ Headers and Footers</li><li>★ Bullets and Numbers</li></ul> <p>e) Microsoft Excel Level 1 (15 hours)</p> <ul style="list-style-type: none"><li>★ Overview of Excel</li><li>★ Creating Formulas</li><li>★ Formatting a Spreadsheet</li><li>★ Setting Print Options</li><li>★ Sorting Data</li></ul> <p>f) PowerPoint Level 1 (3 hours)</p> <ul style="list-style-type: none"><li>★ Creating and Editing Presentations</li><li>★ Using Outline View</li><li>★ Slide Shows</li><li>★ Inserting Objects (Pictures, Shapes, Smart Art)</li></ul> |
|--|--|

