

COMPUTER LITERACY

COURSE SCHEDULE

DAY 1

Introduction to Windows

- Powering up the machine
- Using the mouse
- Navigating windows / Creating folders
- Moving Windows
- Shutting down Windows
- Changing the Desktop

MS Word

- Creating a document
- Editing a document and Typing Skills
- Basic formatting of a document
- Printing and saving a document
- Using borders and pictures to enhance your document

MS PowerPoint

- Creating a presentation
- Adding Slides and changing Layout
- Adding Content to Slides (text and pictures)
- Basic Play Presentation Skills

DAY 2

E-mail (Gmail or Outlook)

- Create a Gmail account
- Reading a Message
- Composing a New Message
- Replying to a Message
- Forwarding a Mail
- Deleting a Message
- Inserting, Reading an Attachment

Microsoft Excel

- Creating a workbook
- Understanding the ribbon
- Navigating cells
- Adding and editing information in cells
- Simple formatting
- Printing and Saving a Workbook