

IT Skills



1 day
course

Introduction to Windows and Excel

'Building Confidence to Interact with Technology'

Course objectives

This course offers an introduction to the concepts of PC's and aims to give participants the confidence to interact with the Windows operating system efficiently in their own environment. The course also offers a basic understanding of the capabilities of Excel and Word 2003 and aims to give delegates the confidence to integrate the software effectively and efficiently into their own working environment.

Pre-requisite

No prior knowledge of working with PC's is required.

Course content

Module 1	What is Windows? - Terminology. The Windows screen. The start button & taskbar. The desktop. Launching programs.
Module 2	Basic skills - Moving and resizing windows. Maximising, minimising and closing windows. Using menus. Using shortcut menus. Printer troubleshooting. Using help.
Module 3	Using Windows Explorer - Document management. Working with drives, folders and documents. Cutting, copying and pasting documents. Searching for documents.
Module 4	Using Excel to create workbooks - What is a spreadsheet? The screen, workbook files. Create, open and save workbooks. Close workbooks. Enter text and numbers. Auto fill. Move between worksheets and workbooks.
Module 5	Working with Excel data - Insert, delete and move cells. Cut, Copy, and Paste. Navigating a spreadsheet. Use Freeze Panes. Tips and tricks.
Module 6	Using Word to edit and format text – The Word Screen, What is Word, Cut, copy, insert and move text. Add bullets and numbering. Use the undo and repeat commands. Click and type. Apply font attributes. Use all underline options. Select and change fonts and font sizes.
Module 7	Using Word to merge Excel data – Create letters with mail merge. Create address labels with mail merge.

Notes

- The course content is likely to be too much for novice delegates, with little or no PC skills.
- Trainers use their experience to judge the pace and content of each day.

