



Pro-Active College™
FREEDOMTHROUGHKNOWLEDGE

COMPUTER SKILLS FOR BEGINNERS

This skills programme provides the learner with the basic skills necessary to operate a personal computer in the work environment.

Programme Outcomes

On completion of this skills programme, learners will be able to:

- use a computer and navigate the desktop;
- apply functions in MS Word, MS Excel and MS PowerPoint;
- display an understanding of how the Internet works and navigate through information; and
- apply knowledge regarding email functions.

TARGET GROUP

This skills programme is designed for the public and private sector and is aimed at:

- any individual who has little or no computer skills and wishes to learn the basics of MS Word, MS Excel, MS PowerPoint, MS Windows and email.

BENEFITS

The benefits of this skills programme include:

- becoming more computer savvy;
- knowledge of how to navigate through computer functions;
- increased and more effective use of computers in the workplace; and
- awareness that using a computer can be as easy as using a pen.

ABOUT US

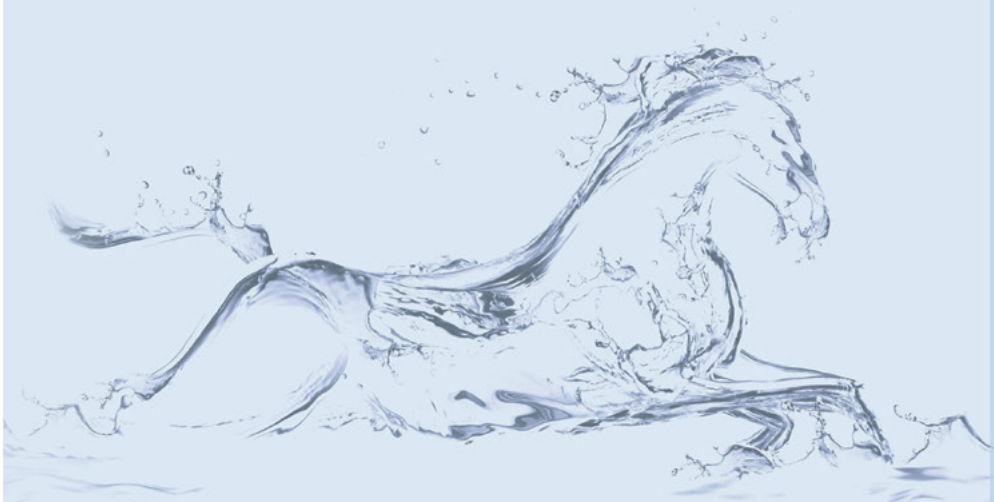
Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

Contact Us

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ENTRY REQUIREMENT

It is assumed that learners accessing this skills programme are competent in:

- communication (NQF level 2).

DURATION

Five day practical contact session.

ASSESSMENT

Learners will be assessed through completing a practical test.

Programme Outline

Learning Unit One

Introduction to Using a Computer

- Starting and shutting down a computer
- Using the keyboard and mouse
- Explanation of the windows desktop, programs, folder and document icons
- What is a title bar?
- All about the START menu and how to start a program
- How to use the dropdown menu
- How to make new folders to sort and save documents, spreadsheets or presentations
- How to set your default printer and change your printer settings

Learning Unit Two

MS Word and MS Excel

- Explanation of tool bar functions - file, edit, view, insert, format, etc.
- Opening and saving a document
- How to change the font and font size
- How to insert a header and footer
- How to check spelling and grammar (MS Word)
- How to set margins and setup the page layout
- How to insert pictures, clip art, symbols, files and WordArt
- How to use cut, copy and paste
- How to use your highlighter
- What is a clipboard and how to use it
- How to use the Find and Replace function
- How to add tables, page numbers, bullets, date and time to documents and spreadsheets
- How to use the Sum function in MS Excel
- How to format cells in MS Excel

Learning Unit Three

MS PowerPoint

- Explanation of tool bar functions - file, edit, view, insert, format, etc.
- Opening and saving a presentation
- How to add and delete slides
- How to change the slide design, layout, font and font size
- How to insert pictures, clip art, symbols, files and WordArt
- How to add tables, page numbers, bullets, a date and times to presentations
- How to check spelling
- How to run a presentation
- How to print a presentation

Learning Unit Four

Internet and Email

- What is the Internet and how to get connected?
- Difference between an email and Internet address
- Explanation of toolbars in Internet Explorer
- How to search for information on the Internet
- How to use the history and favourites function
- How to create an email address as a free subscriber
- How to create an email message and how to attach a file
- How to check and send messages