

INTRODUCTION TO COMPUTERS

MICROSOFT WINDOWS - LEVEL 1

Based on SAQA Unit Standard 258883

This course will introduce you to the basic principles of a computer. This is **recommended for the total beginner** who has little or no knowledge of computers. This module teaches you the basics of opening and closing programs, creating a basic document and using cut, copy, paste, bold, etc. features, saving and printing a document. Get acquainted with the parts and components that make up your computer system and familiarize yourself with the terminology. **All Versions of Windows** available.

Target Group: You are a beginner.

Prerequisites: No previous experience needed.

Duration: 1 day

In this course you will learn the following:

- Components that make up your Computer System
- Terminology
- Connections and Cables
- Switching the Computer On
- Shutting Down and Restarting
- The Desktop
- Moving & Creating Icons
- Opening a Program
- Working with a Window
- Resizing & Moving a Window
- Creating Text
- Saving a Document
- Retrieving a Document
- Selecting Text
- Formatting Text with Bold, Italic & Underline
- Deleting, Copying & Moving Text
- Working with Multiple Windows
- Deleting a Document
- The Recycle Bin
- Printing a Document
- Using the Help Feature
- The Control Panel & Device Settings

MICROSOFT WORD - LEVEL 1

Based on SAQA Unit Standard 116938

This training course will introduce you to Microsoft Word. Word is a word processing program used for typing letters, reports & documents.

Target Group: You have basic computer skills but are a first-time Word user wishing to create and edit documents ie. letters, reports, invitations, menus etc. using basic Word features.

Prerequisites: **Windows Level 1.** Must have basic computer skills - i.e. Copy, Paste, Saving & Printing.

Duration: 1 day

In this course you will learn the following:

- What is a Word Processor
- Starting Word
- Exploring the Menu Ribbon
- Creating a Document
- Saving a Document
- Selecting Text
- Moving, Cutting, Pasting & Copying Text
- Changing Font styles, Size & Colour
- Formatting Text
- Aligning Text
- Find & Replace feature
- Inserting Date
- Dictionary & Spell Check
- Saving in Other Formats
- Printing

MICROSOFT EXCEL – LEVEL 1

Based on SAQA Unit Standard 116937

This training course will introduce you to the formulas used in basic calculations using Microsoft Excel. Excel is a spreadsheet program which allows you to perform repetitive calculations quickly and easily.

Target Group: You have basic computer skills, and wish to use Excel to create spreadsheets using addition, subtraction, division and multiplication in formulas.

Prerequisites: Must have basic computer skills - **Windows Level 1** i.e. Copy, Paste, Saving & Printing etc.

Duration: 1 day

In this course you will learn the following:

- Starting Excel & Exploring The Menu Ribbon
- **Formulas:** Addition, Subtraction, Multiplication & Division
- Manipulating Data In a Spreadsheet
- Copying, Pasting & Moving Data
- Copying Formulas
- Mouse Pointers in Excel
- Editing a Spreadsheet
- Rows and Columns: Selecting, Copying and Moving
- Formatting Numbers, Dates & Decimal Places
- Creating Borders and Shading
- Changing Font Name, Size & Colour
- Inserting Rows & Columns
- Spell Checking & Customizing Dictionary Settings
- Finding & Replacing Text
- Automatic Fill Feature
- Printing a Spreadsheet

MICROSOFT OUTLOOK - LEVEL 1

Based on SAQA Unit Standard 116945

This training course is ideal for the beginner who wishes to be able to send and receive email messages with attachments.

Target Group: You have **basic computer skills**, and wish to use Outlook to send and receive emails with attachments.

Prerequisites: **Windows Level 1** - Must have basic computer skills - i.e. Copy, Paste, Saving & Printing.

Duration: 1 day

In this course you will learn the following:

- Understanding the Concepts and Terms of Electronic Messaging
- Internet Etiquette
- Connecting to the Internet
- Starting Outlook
- Creating an Email Message
- Formatting the Text in a Message
- Spell Checking a Message
- cc Function
- Printing a Message
- Replying to a Message
- Forwarding a Message
- Attaching a Document & Photograph
- Opening, Saving & Forwarding Attachments
- Copying Text from a Word Document to an Email Message
- Marking & Flagging Messages
- Deleting Messages
- Customizing the View

MICROSOFT ACCESS – LEVEL 1

Based on SAQA Unit Standard 116936

This training course will introduce you to a Microsoft database program in which you can create a database adding tables and sorting records.

Target Group: You have basic computer skills, but are a first time user of Access.

Prerequisites: **Windows Level 1** – must have basic computer skills i.e. Cutting, copying, pasting, saving, printing.

Duration: 1 day

In this course you will learn the following:

- Introduction to Databases
- Database Terms and Components
- Starting Access
- Creating a Blank Database
- Exploring the Access Window
- Building a Database
- Saving a Table
- Setting a Primary Key
- Changing the Sequence of Fields
- Modifying Records
- Sorting and Searching Data
- Changing the Table Design
- Setting up an Index
- Working with Templates
- Finding & Updating Records

MICROSOFT POWERPOINT - LEVEL 1

Based on SAQA Unit Standard 116933 & 117923

This training course will introduce you to Microsoft PowerPoint and the basic features of a presentation program.

Target Group: The first time PowerPoint user wishing to produce, format and edit a presentation with pictures, text & charts.

Prerequisites: **Windows Level 1.** Must have basic knowledge on operating a computer as well as using generic functions i.e. Copy, Paste, Saving & Printing.

Duration: 1 day

In this course you will learn the following:

- What is PowerPoint
- The PowerPoint Screen
- The Menu Ribbon
- Creating a Presentation
- Adding Slides
- Editing a Slide
- Adding Text to a Slide
- Slide Formats
- Changing Font Type, Size, Style & Colour
- Numbering & Bullets
- Design Styles
- Grammar and Spell Check
- Inserting Charts
- Inserting & Resizing Pictures
- Creating Slides with Text and Pictures
- Copy and Pasting between Slides
- Adding a Footer
- Slide Numbers
- Dates
- Adding Notes
- How to use Speaker Notes
- Viewing Options
- Hiding Slides
- Saving a Presentation

INTERNET EXPLORER

Based on SAQA Unit Standard 115391 & 116931

This training course teaches you what the Internet is about, how to get connected, navigating, and using a search engine. We also look at Web Pages, saving graphics, changing display modes and settings.

Target Group: You have basic computer skills and would like to use the internet for business or personal use.

Prerequisites: **Windows Level 1** - Must have basic computer skills - i.e. Copy, Paste, Saving & Printing.

Duration: 1 day

In this course you will learn the following:

- Understand the Concepts and Terms of the Internet
- Legal and Ethical Issues
- Web Applications
- Principles of the Internet and the World Wide Web.
- Computer Viruses
- Understanding a Webpage
- Hyperlinks
- Connecting to the Internet
- Internet Explorer
- Navigating the Internet
- Web Addresses
- Searching for Information using a Search Engine
- Downloading from the Internet
- Saving Web Pages
- Copying, Saving & Viewing Graphics from a Webpage
- Setting a Homepage
- Favorites
- Tabbed Browsing
- History Files

MICROSOFT PROJECT - LEVEL 1

Based on SAQA Unit Standard 116942

This training course will introduce you to managing a project using Microsoft Project.

Target Group: You have basic computer skills, and wish to use MS Project.

Prerequisites: Must have basic computer skills - **Windows Level 1** i.e. Copy, Paste, Saving & Printing etc.

Duration: 1 day

In this course you will learn the following:

- Project Management Tools
- Project Basics > Where to Begin > Creating a Working Plan
- Navigating Around the Program
- Adding a Summary Task
- Saving Your Project
- Adding Sub Tasks
- Allocating Durations To Tasks
- Changing Tasks Hierarchy
- Task Dependencies
- Adding Lag Times
- Resources and Types
- Adding Resources to the Recourse Sheet
- Cash Flow – Viewing the Cash Flow Chart
- Keeping Track of a Project
- Inserting Start and Finish Dates
- Setting Milestones
- Resources
- Adding fixed Costs
- Inserting another Task Summary
- Splitting a Summary Task
- Setting a Baseline
- Viewing a Task Overview Report
- Closing the Project
- Using a Filter to View the Project
- Adding a Constraint Date & Lag Times
- Viewing the Critical Path & Viewing Slack
- Changing the Timescale of the Chart
- Over-Allocation of Resources
- Level Resource Assignments
- Network Diagram

MICROSOFT PUBLISHER - LEVEL 1

This training course will introduce you to Microsoft Publisher. This course is for anyone wanting to create Pamphlets, Brochures, Letterheads. Learn to creatively design your own documents.

Target Group: You have basic computer skills, and wish to use MS Publisher.

Prerequisites: Must have basic computer skills - **Windows Level 1** i.e. Copy, Paste, Saving & Printing etc.

Duration: 1 day

In this course you will learn the following:

- Exploring the Publisher Screen
- Creating a Brochure using a Blank Presentation
- Creating Page One of the Brochure: Inserting Text in a Publication
- Editing Text
- Adding WordArt
- Inserting an Object
- Creating Page Two of the Brochure
- Inserting Tables
- Inserting Pictures from a File
- Inserting ClipArt
- Creating Page Three of the Brochure
- Rotating Pictures and Grouping of Objects
- Using the Spell Checker
- Printing the Brochure
- Creating a Letterhead
- Creating a Business / Thank You Card
- Creating a With Compliments Card
- Creating a Calendar / Sign
- Creating a Creating a Christmas Card
- Creating a Flyer Using a Blank Presentation
- Changing the Page Set Up
- Page Orientation
- Linking Text Boxes
- Creating a Border
- Adding a Horizontal Line
- Viewing the Publication without Guidelines and Print

TOUCH TYPING

Our **Typing Skills Programme** will teach you to touch type using the home row keys. This is a computerised package which simulates hands on the keyboard to demonstrate, using audio and visuals.

The program will guide you through the correct fingers to use for each key, memorising them before continuing to the next level.

The program tracks your progress and reports on which hand, fingers and keys are more accurate, recording Accuracy and Speed.

The program gives a variety of tools like word games, video games, magazine articles, literature and dictation to build your typing speed.

This program will build Speed (WPM) and Accuracy in typing.

Target Group: Anyone who uses a computer to type documents, send emails, create spreadsheets etc.

Prerequisites: No experience necessary.

Duration: 2 days (Assessed on Individuals needs and skills – can add more days if needed).