

Ralph Thornton Centre Course Computer Literacy and Business Applications

This course is designed to meet the needs of people without previous computer experience or with very little computer knowledge. After completing this course, you have the necessary knowledge to operate a personal computer in a business environment. Each student will have a computer equipped with Windows XP and Office 2002. The course will cover Windows XP, Word, Excel, PowerPoint, Outlook, Internet Explorer, miscellaneous internet utilities, and possibly Access if time permits. The course textbook is a collection of relevant handouts.

Program Content:

Day 1

GETTING AROUND - THE BASICS

- Introduction to the computer
- Power up, power down
- Introduction to Microsoft Office Suite
- Use a mouse and keyboard
- Opening and closing programs

WORD PROCESSING

- Introduction to Microsoft Word
- Starting word menus and tool bars
- Creating and saving a new document
- Opening an existing document
- Selecting copying, pasting and formatting text
- Formatting text: Bold, italics, underline, center, flush right, change font and size.

Day 2

- Formatting the document: Change paper size and margins, set tabs.
- Formatting paragraphs: Line spacing, space after, space before
- Spelling check and Thesaurus
- Introducing lines, borders and shading
- Inserting and formatting graphic and text boxes
- Inserting and formatting tables
- Creating and configuring columns
- Working with tables: creating, changing width, changing borders, merging and splitting cells.

Day 3

- Insert and format pictures and clipart: change placement, explore text wrapping options.
- Printing envelopes and labels.
- Introduction to file management & networks

Day 4

SPREADSHEETS

- Introduction to Microsoft Excel
- Creating, saving and opening a spreadsheet
- Building a worksheet: entering data, text and formulas
- adding and changing text
- Changing cell properties: Changing column width, adding borders, aligning text, changing number format.

- Formatting and printing
- Working with data: sorting information
- Working with workbooks: linking worksheets

Day 5

- Creating graphs from selections: Pie chart, Bar and series graphs
- Formatting graphs:
- Embedded graphs and graphs as new worksheets
- Integrating spreadsheets and graphs into Word documents
- Integrating spreadsheets into Word Mail Merge

Day 6

PRESENTATION SOFTWARE

- Introduction Microsoft Power Point
- Creating a blank presentation
- Working with design templates and layouts
- Inserting pictures and other objects
- Using backgrounds
- Using the different slide presentation views
- Printing and running the slide presentation
- Working with slide animations and transitions
- Creating Power Point Shows and packing slide presentations for use in other computers.

Day 7

INTERNET AND EMAIL

- Introduction to Internet and ISPs (Discussions about internet will occur through-out the course as per the needs of the class)
- Introduction to modem setup
- Search engines
- Computer security ad-ware virus protection, firewalls, and system updates
- Setup online e-mail accounts: Hotmail or Yahoo
- Introduction to Outlook and Outlook express
- Outlook, email, contacts, calendar, tasks
- How to configure a POP3 email account using Outlook

Day 8

GENERAL REVIEW / QUESTIONS AND ANSWERS

- General review
- Introduction to Microsoft Access & data bases if time permits