

# COURSE OVERVIEW

## Course Name:

Basic Computer Skills:  
Windows, Typing, Word,  
Excel, Outlook

**COURSE DURATION: 3 Days**

### Gauteng:

3rd Floor, 34 Whitely Road  
Melrose Arch  
Johannesburg  
2196

### Gauteng:

192 on Bram  
192 Bram Fischer Drive  
Ferndale, Randburg  
Johannesburg  
2160

### Cape Town:

3rd Floor, Thomas Pattullo Building  
19 Jan Smuts St  
Cape Town  
8000

### Durban:

9 Mountview Close  
Broadlands  
Mount Edgecombe  
Durban  
4302

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## COURSE OVERVIEW

This course teaches the core features and functions of Windows 7. You will learn how to use the Start menu and taskbar, move, and resize windows, create and manage files, folders, and libraries, edit file metadata, and search for content on their computers. You will also create shortcuts, use gadgets, and change system settings. Finally, delegates will use Microsoft Office Word, Excel, and Outlook.

## DELIVERY METHOD

Our courses have flexible delivery options:

- In-person classroom training at the Impactful training facilities
  - Johannesburg, Durban, Cape Town
- Virtual instructor-led training
- Nationally: on-site at the client

## COURSE OBJECTIVES

You will

- Learn the basic concepts of computing.
- Work with Windows.
- Create a new document, enter text, save, and close a document.
- Change the document setup: page size, orientation, margins, numbering, and page breaks.
- Work with MS Excel.
- Insert functions.
- Work with emails.

## COURSE OUTLINE

### Lesson 1 - Basic concepts of computing

Computers in today's life

- Computers in the workplace
- Computers in the home
- What is a computer and what does it do?
- What makes a computer system?
- Components of a computer system –hardware
- Components of a computer system –software
- Types of computers

Starting to use your computer

- Switching on your computer
- Using the mouse
- Using the keyboard

Foundation Windows 7

- The Welcome (log on) screen
- The Desktop
- The Start Menu
- Opening Programs with All Programs
- Working with Windows
- Understanding Files and Folders
- Copy, Cut and Paste
- Dialog Boxes
- Windows 7 new features –Aero and Taskbar features
- Working with Text
- Deleting and restoring text files and folders –the Recycle Bin

## Lesson 2 -Word Processing

### Microsoft Word

- Open and close MS Word
- Create a new document, enter text, save and close a document
- Open an existing document
- Saving a document under different name
- Deleting and replacing text
- Save changes to a document
- Undo and Redo
- Overtyping and Insert typing mode
- Using Bold, Italic and Underline styles
- Working with different fonts, sizes, and colours
- Paragraph alignment, line and paragraph spacing
- Bullets and numbering
- Move or duplicate text with Cut, Copy and Paste
- Document setup: page size, orientation, margins, numbering and page breaks
- Printing documents
- Spell check a document
- Keyboard shortcuts
- Inserting pictures

## Lesson 3 -Spreadsheets

### Microsoft Excel

- Opening MS Excel
- Close MS Excel
- Working with MS Excel
- Enter data in Excel
- Saving a workbook in MS Excel
- Open an existing workbook in MS Excel
- Auto fill cells in MS Excel
- Insert formulas in cells
- Copying formulas in Excel
- Insert functions in a cell, using the AutoSum function
- Delete or edit cell values
- Insert or delete rows and columns
- Change row height, column width
- Formatting cells –font, border, fill colour, alignment, numbers
- Printing worksheets
- Zoom in and out on a worksheet
- Using Help in MS Excel
- Getting more out of MS Excel

## Lesson 4-Email

### E-Mail -Outlook

- Advantages of e-mail
- Limitations of e-mail
- E-mail address structure
- E-mail etiquette –netiquette
- E-mail and the law, security and organizational policies
- Working with emails
- Setting up email