



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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Introduction to PC & Basic MS Office Applications

Overview

This two-day course is designed to help a delegate to obtain the basic skills to operate and get familiar with the Windows operating system. It will build confidence in users who have never worked on a PC before & introduce them to MS Word/MS Excel/MS Outlook & the Internet.

Objectives

- Understand the use of a Personal Computer & its operating system
- Understand the difference between hardware & software
- Learn to use the mouse & understand the layout of the keyboard
- Create, rename & delete folders
- Shutting the computer down
- Using Microsoft Outlook to send & receive e-mails; Printing & deleting messages
- Overview of the Internet & using search engines; Adding links to the favourites bar
- Using Microsoft Word to create a document; format & save a document
- Using Microsoft Excel to create a spreadsheet; Types of information; Inserting/Deleting/Renaming worksheets; Save & print a worksheet

Course Prerequisite

None

Language of Delivery

English

Delivery Methods

Course is facilitated by a competent & experienced subject matter trainer, who utilises the following techniques to ensure that the session is practical and experiential: Questions, Discussions, Exercises & Assessments.

Who should attend?

General workers, Tea Ladies, Cleaners, Drivers & Delivery people, or anyone who has had no exposure to using a PC.

Course Outline

This course consists of the following 5 modules

Module 1	Introduction to Computers: What is a Personal Computer?/Uses of Personal Computers/Types of Storage Devices/Computer Ports/Operating System/Computer Hardware & Software/Starting the Computer & Logging into Windows/Explore the Desktop, Taskbar & Start Menu/Using the Mouse/Shutting down Windows/Windows Components/Windows Control Buttons/Arrange Desktop Icons/Shortcut Icons/Creating, Renaming & Deleting Folders/Search for Files or Folders/Start & Use a Program, such as the Paint tool/The Desktop Background/The Recycle Bin.
Module 2	Intro Concepts - Outlook: What is Outlook?/The Outlook window/Components of Outlook/Folder Pane/Inbox/Create & send email/Format messages/Replying & forwarding messages/Add copies & blind copies/Print messages/Delete messages.
Module 3	Intro Concepts - Internet: Basic principles of the Internet/What is the Internet?/What can you do on the Internet/Intranet & extranet/Firewalls/The World Wide Web/History of the World Wide Web/Advantages & disadvantages of using the Internet/Using search engines to find information/Internet Explorer (also known as Microsoft Edge)/Entering Web addresses/Adding links to favourites/Using the history/Clearing the history/Work with graphics.
Module 4	Intro Concepts - Word: What is Microsoft Word?/Starting & exiting Microsoft Word/Understand the Word screen/Backstage view/The Quick Access Toolbar, Ribbon & Zoom bar/Create a new document/Display non-printing characters/Move and scroll in a document/Select text/Delete text/Undo & Redo/Formatting a document (Font colour, Underline, Bold & Italics)/Changing the Case of Text/Alignment/Create a Bulleted or Numbered Lists/Print a Document.
Module 5	Intro Concepts - Excel: What is Microsoft Excel?/The Worksheet Screen/Backstage view/Create a Spreadsheet/Types of Information/Inserting, Renaming and Deleting Sheets/Fonts & Font Sizes/Adjusting Row Heights & Column Widths/Printing a Worksheet.

Additional Information

Duration	2 Days	
Includes	<ul style="list-style-type: none"> • Comprehensive Manual • Lunch & Refreshments (not applicable to on-site training) • Electronic Certificate (on successful completion of the course) 	<ul style="list-style-type: none"> • Electronic Trainer Feedback Report • Electronic Delegate Feedback Questionnaire