Introduction to PCs and Microsoft Office 2013

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Course Duration: 1 day

Objectives :   Students attending this course will receive an Introduction to the Basics of PC's and the key Applications within Microsoft Office 2013

Prerequisites: No previous IT skills required, although experience of using a keyboard would be an advantage.

Additional Information   Consultancy or Tailored courses are available upon request

Course Contents

Introduction to the PC
The Base Unit
The Screen (Alias the Monitor or VDU)
Printer

Storage On Disks: CD's, Floppy Disks, Hard Disks,
The Keyboard
Working with your PC

Windows 7 Operating System
Drives, Folders & Files
Using a Mouse
Maximise/Minimise/Restore
Menus & Commands

Windows 7 Desktop
Windows Essentials
Closing Windows
Understanding Folders: My Computer, Creating a Folder, Renaming, Copying and Deleting a Folder, Working with Files, Understanding Files, File Names, Locating Files Renaming, Moving, Copying and Deleting Files, Undoing Files Operations, the Recycle Bin

The Internet: Internet Explorer
Displaying Web Sites
Communicating
Maintaining Internet Explorer

Searching for Information
Acquiring Information from the Web

Email: Microsoft Outlook
Compose and Send a Simple Message
Open a Message, Forward a Message, Delete a Message
Attach a File
Open and Save an Attachment
Create a Folder, Move & Delete

Reply to a Message, Print a Message
Address & Format a Message
Check Spelling and Grammar
Flag a Message
Copy Messages to Folders

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**For more information, or to book your course, please call Sense IT on 0870 4296445
Or visit our web site –www.sensetraining.co.uk**

Introduction to PCs and Microsoft Office 2013

Word Processing – Microsoft Word

Create a Document

Creating Documents and Use of Templates

Cut, Copy & Paste

Editing Text, Edit Functions on Selected Text

Saving, Closing and Opening Documents

Undo & Redo

Spreadsheets – Microsoft Excel

Introduction to Spreadsheets

Understanding the Screen

Creating simple Functions and Formulae

Saving your Sheet

Navigating the worksheet

Creating a simple spreadsheet

Editing entries

Databases Microsoft Access

What are Databases?

What is a Relational Database?

An Overview of a Computerised Databases

Presentations – Microsoft PowerPoint

Creating a Presentation

Effective use of a presentation