

## LEARNING OUTCOMES

By the end of this course participants will be able to:

- \* Start and shutdown an application
- \* Produce and store a document, worksheet and presentation
- \* Access and retrieve data for editing
- \* Edit simple data to a required format and layout
- \* Produce and format a chart from given data
- \* Start and shutdown Windows
- \* Manage file storage
- \* Navigate within the environment
- \* Print Files
- \* Customise the environment
- \* Work with the Web
- \* Set the computer for people with disabilities

## PREREQUISITES

It is recommended that students have basic experience with the underlying operating system, i.e. An ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

## CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

## COURSE OUTLINE

### OFFICE 2000 FUNDAMENTALS

- \* Creating a variety of documents
- \* Saving your document
- \* Working with multiple documents
- \* Learn while you work

### INTRODUCTION TO WORD 2000

- \* Why use Word?
- \* Adding text to your document
- \* Scrolling through a document
- \* Selecting text
- \* Editing your document
- \* Checking spelling and grammar
- \* Character formatting
- \* Paragraph formatting
- \* Applying bullets and numbers
- \* The views of Word
- \* Page formatting
- \* Printing your document

### INTRODUCTION TO EXCEL 2000

- \* Why use Excel?
- \* The Excel screen
- \* The new workbook
- \* Using the worksheet
- \* Selecting cells on your worksheet
- \* Adjusting the worksheet structure
- \* Using AutoFill
- \* Summing figures
- \* Constructing formulae
- \* Formatting the worksheet
- \* Viewing your worksheet
- \* Charting your data

### INTRODUCTION TO POWERPOINT 2000

- \* Why use PowerPoint?
- \* Viewing and running your show
- \* Changing the overall design
- \* Selecting text
- \* Reorganising text and slides
- \* Formatting text and paragraphs
- \* Title and slide masters
- \* Working with pictures
- \* Drawing objects
- \* Electronic presentation effects
- \* Rehearsing your presentation
- \* Pack and Go Wizard
- \* Printing your presentation