

LEARNING OUTCOMES

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

- * Create and navigate Excel files
- * 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 participants 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

WINDOWS 2000

- * Why use Windows 2000
- * Starting Windows 2000
- * Using desktop icons
- * The Taskbar
- * The Quick Launch bar
- * The Start Menu
- * Working with Windows
- * Working with multiple windows
- * Standard Windows 2000 features
- * Shutting down Windows 2000

FILE MANAGEMENT

- * Organising your files
- * Managing files with My Computer
- * Using My Computer

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