Basic IT

Introduction

COURSE CONTENT

This 1 Day course will give delegates the confidence to get to work on their computer – they will be able to

- Open, close and saves files correctly
- Use the internet effectively
- Enter and edit data in an Excel spreadsheet
- Enter and edit text in a Word document
- Send and receive emails, attach files and create Calendar entries in Outlook

This course is suitable for users of Windows 7 and for MS Office 2010 or 2013. The course will cover:

Navigation of Windows 7

- Searching
- File Management
- Naming Conventions

Basic Internet Use

- Search Engines
- Home Pages
- Bookmarks

Basic use of Excel

- Navigation
- Entering Data
- Basic Formatting of Cells
- AutoSum

Basic Use of Word

- Navigation
- Entering Data
- Basic Formatting
- Basic Tools

Basic Use of Outlook

- Sending/Receiving Emails
- Attaching Files
- Creating Calendar Entries