**End User Computing**

**Introduction**

This programme will provide employees with the basic skills necessary to operate a personal computer in the work environment.

**OUTCOMES/OUTLINE**

**INTRODUCTION TO USING A COMPUTER:**

* Starting and shutting down a computer.
* Using the keyboard/mouse.
* Explanation of the windows desktop.
* Programs, Folder and Document icons.
* What is a title bar?
* All about the START menu.
* How to start a program.
* Learn how to use the dropdown menu.
* How to make new folders to sort and save documents/spreadsheets/ presentations.
* How to save.
* How to set your default printer.
* How to change your printer settings.

**MS WORD & MS EXCEL**

* Explanation of tool bar functions – File, Edit, View, Insert, Format, etc.
* Opening a document.
* Saving a document.
* How to change the Font and Font Size.
* How to insert a Header and Footer.
* How to check spelling.
* How to check grammar (MS Word).
* How to set margins.
* How to setup the page layout.
* How to insert pictures, clipart, symbols, files and WordArt.
* How to use CUT/COPY/PASTE.
* How to use your highlighter.
* What is a clipboard and how to use it.
* How to use the Find and Replace Function
* How to add tables, page numbers, bullets, date and time to documents and spreadsheets.
* How to use the Sum Function in MS Excel.
* How to format cells in MS Excel.
* How to change height and width in MS Excel.

**MS POWERPOINT**

* Explanation of tool bar functions – File, Edit, View, Insert, Format, etc.
* Opening a presentation.
* Saving a presentation.
* How to add slides.
* How to delete slide.
* How to change the slide design and layout.
* How to change the Font and Font Size.
* How to insert pictures, clipart, symbols, files and WordArt.
* How to add tables, page numbers, bullets, date and time to presentations.
* How to check spelling.
* How to run a presentation.
* How to print a presentation.

**INTERNET AND E-MAIL**

* What is the internet?
* How to get connected.
* Difference between an e-mail and internet address.
* Explanation of toolbars in Internet Explorer.
* How to search on the internet for information.
* How to use the history and favourites function.
* How to create an e-mail address on a free subscriber.
* How to create an e-mail message and how to attach a file.
* How to check and send messages.

**METHODOLOGY**

**Duration:**

5 Days contact session, combined with practical workplace experience.

**Summative Assessment:**

Learners will be required to submit an assignment which will be completed in class and assessed by a registered assessor.

**TARGET GROUP**

* Any learners who have worked with a computer before.