

MS OFFICE - BASICS

Theoretical introduction to computers:

Definition of a computer, Data and Information, Parts of a computer, Input & Output, Input & Output devices, Computer Hardware & Software, Types of computers, Types of printers, Discussion on parts of computer(keyboard, mouse system unit)

Introduction to Windows:

Introduction to operating systems, turning on/off computers, discussion on how to work with a mouse, introduction to the desktop (Wallpaper changing, understanding icons etc.), A brief on the common keys found on the desktop, Folders (Creating, Renaming, Deleting), Introduction to the common keys on the keyboard.

Ms-Word basics:

Loading the program with a brief introduction on the screen layout and tabs, saving and opening files, basic formatting (Bold, Italics and Underline, Font size, Font colour, Font style), Alignment (Left, Right and Center), Line spacing, Indentation (Left & Right), Page colour, Page border, Word art, Date and time, Clip art, Pictures, Tables, Replace command, Thesaurus, Changing alphabets to upper/lower case, Subscript-superscript, Cut/Copy-Paste, Basic printing.

Ms-Excel basics:

Loading the program with a brief introduction on the screen layout and tabs, Opening & saving a workbook, Introduction to worksheet (Understanding rows, columns, cells, and identifying cell names/references), Managing workbook (Inserting, Deleting and Renaming worksheets), Moving the Cell pointer and navigating a workbook, Basic formatting of cells (Font size, colour, style, alignments, etc Manipulating rows and columns (Inserting, deleting, adjusting their sizes, etc.), Border application (Applying and removing), Basic functions (Sum, Product, Average, Minimum and Maximum Function), IFCondition, Entering other given formulas, Graphs/Charts (Creating and deleting), Rotation, Merge & Center, Wrap text, Currency style, Comma Style, Basic printing.

Ms-PowerPoint basics:

Loading the program with a brief introduction on the screen layout and tabs, Opening & saving a presentation, Introduction to slide layouts, Creating a presentation using different layouts, Applying background colour to slide, Apply the automatic/mouse-click setting to slides, Applying transitions to slide, Applying custom animation effects to texts/objects in a slide, Basic printing.

Internet:

Brief introduction to the Internet, Introduction to the address bar, and how different websites can be types in it, How to browse on the internet to search for information, Downloading/Copying images from the internet, E-mail (Creating an e-mail account, Sending & Receiving e-mail messages along with attachments), Signing in and out

DURATION	COURSE FEE
4 WEEKS	300,000/=

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