
Introduction to PCs with Windows & Office

National Competency Standard (ICA05):
ICAU2006B Operate computing packages



Objectives

Upon completion of this course, attendees will be familiar with the basic operations of a PC and identify applications for a number of popular Microsoft software packages.

Pre-Requisites

This course is suitable for the novice. There are no specific pre-requisite skills.

Duration

Two days.

Course Outcomes

1. Start the computer and log in.
2. Use the keyboard and mouse to enter simple commands to the computer.
3. Use Microsoft Windows to run programs and manage files.
4. Use the Windows control panel.
5. Perform basic troubleshooting.
6. Use the Windows accessories.
7. Understand the basic principles of file management.
8. Look at the operation and use of Microsoft Word, Excel, PowerPoint, Publisher, Outlook and Internet Explorer.

Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies). Participants who choose not to be assessed will receive a Certificate of Attendance. The case study assignment is completed in the participant's own time.

Course Content

DAY 1

Course Overview

- Objectives
- Software Versions
- Methodology Used in the Exercises

Getting Started

- Turning On the Computer
- Logging in
- Basic Mouse Skills
- Logging off
- Rebooting
- Shutting down
- Basic Keyboard Skills

Programs

- Windows – the Operating System
- Application Programs

- Start Menu
- Access Applications via the Programs Command
- Minimize, Restore, Maximize and Close Commands
- Resizing Arrows
- Switching Between Windows using the Task Bar

Menus and Toolbars

- Menus
- Toolbars

Dialog Controls

- Window Tabs
- Radio or Option Buttons
- Check Box
- Text Box
- List Box

- Drop Down Box (Combo Box)
- Spinner Control
- Scroll Bars

Files and Folders

- Files, Folders and Drives

Personal Settings

- Mouse
- Customise the Desktop
- Desktop Themes
- Desktop Background
- Desktop Screen Savers

Troubleshooting

- Objectives
- Overview
- Application Crashes
- Application Freezes
- System Freezes

- System Crashes

Accessories and Games

- Calculator
- Paint
- Solitaire

On-line Help

DAY 2

Course Overview

- General Outline
- Prerequisites
- Specific Objectives
- Software Versions
- Methodology used in the Exercises

Revision of Day 1

- Review Exercises

Writing with Word

- Running Word
- Entering Text
- Moving through a Document
- Inserting new Text
- Selecting text
- Cut and Paste
- Undo and Redo
- Formatting
- Saving a Document
- Closing a Document
- Opening an Existing Document
- Exiting Word

Calculating with Excel

- Getting Started
- The Active Cell
- Entering Text
- Deleting Cells
- Undo and Redo
- Creating a Simple Formula
- The Sum Function

Presenting with PowerPoint

- Getting Started
- The AutoContent Wizard
- Customising the Slides
- Viewing the Slide Show

Publishing with Publisher

- Getting Started
- Customising the Layout
- Printing your Publication

Communicating with Outlook

- Introduction
- Principles of E-mail
- Getting Started
- Sending a Message
- Checking Mail
- Sending a Reply

Exploring the Internet

- Getting Started
- Web Site Addressing
- Following Links
- Finding Information