



Course: **Computer Literacy**
Using Microsoft Word, Excel, PowerPoint, Access & Internet

Guided Learning Hours: 30

Pre-requisite: None

Abstract

This is the starting point in the IT world. This course introduces students to the workings of Microsoft Office 2019 and its applications. The applications covered in this course are an introduction to Word, Excel, PowerPoint, Access and an introduction to the internet. Students will gain confidence using Office applications and understand features that help maximize their productivity.

Target Audience

This program is geared towards anyone interested in learning how to use Microsoft Office and its applications or acquiring basic literacy knowledge.

Learning outcomes

On completion of this course, learners will be able to:

1. Identify the various Office Interface, Commands, Menus and Ribbon
2. Create and format various word documents
3. Create, format and perform calculations in spreadsheets
4. Create, format and present presentations
5. Introduction to databases
6. Identify Browsers, search and browse the internet

Course Content

1. Identify the various Office Interface, Commands, Menus and Ribbon

- Using the Ribbon; Galleries and Lists; Shortcut Menus and Dialogue Boxes; Only the Keyboard
- Moving and Copying Content; Working with Backstage View; Getting Help
- Saving Your Work; Office's File Formats; Working with Old Documents
- Inserting, editing and enhancing Pictures; Adding Clip Art and Smart Art Diagram; Inserting Screenshots; Adding and formatting Shapes
- Inserting the Date and Time; Creating Stylized Text

2. Create and format various Word documents

- Creating a New Document; Composing Different Types of Documents; Word's Views
- Editing Text; Discovering the Many Ways to Work with Text; Navigating Your Document; Replacing Text; Correcting Text Automatically; Adding Page Numbers
- Co-Authoring in Word 2019; Marking and Reviewing Changes in a Document; Comparing Documents Side by Side
- Controlling the Look: Themes, Styles, and Fonts; Choosing a Theme for Your Document; Formatting Text with Styles; Choosing Styles from the Styles Window
- Changing Character Fonts; Setting Paragraph Alignment; Adjusting Paragraph Line Spacing; Setting Spacing Between Paragraphs; Indenting a Paragraph; Formatting with Tabs
- Adding Emphasis and Special Formatting; Copying Your Formatting;
- Creating a Bulleted or Numbered List; Formatting a List
- Creating a Table from Scratch; Adding or Deleting Rows and Columns; Formatting a Table
- Improving the Layout with Hyphenation; Laying Out the Page; Creating Special Page Setups; Creating Headers and Footers; Changing Page Orientation Within a Document; Sorting Your Information
- Printing an Envelope; Printing a Mailing Label
- Mail Merge: The Power and the Pain; Creating a Form Letter
- Finalizing Your Document; Correcting Your Spelling and Grammar

3. Create, format and preform calculations in spreadsheets

- Excel 2019 Basics; Using a Predefined Workbook; Choosing a Theme for Your Worksheet
- Entering, editing and formatting the Data; Formatting Cells; Moving, Copying, and Pasting Data; Adding, Deleting and Hiding Columns and Rows; Creating a Data Series; Formatting Cell Dimensions
- Organizing Your Worksheets; Previewing and printing a Worksheet; Adding, Editing and Viewing Comments;
- Applying and Customizing Conditional Formatting to Cells; Cell References, Formulas, and Functions

- Introducing Formulas; Making Calculations with Functions; Creating a Series of Calculations; Troubleshooting Formulas
- The Anatomy of a Chart; Charting Your Data; Formatting and Customizing a Chart

4. Create, format and present presentations

- Creating a Presentation; Set the Page Background; Formatting a Slide; Editing and customizing a Presentation
- Animating Items on a Slide; Customizing Your Animation
- Adding an Action, sound and video to a Slide; Setting Slide Transitions; Exploring Your Presentation Options
- Reviewing a Presentation; Running a Slide Show; Sharing a Presentation

5. Introduction to databases

- Databases: A Simple Approach
- Creating a Database from a Template
- Using an Existing Database

6. Identify Browsers, search and browser the internet

- Identify different browsers
- Using search engines
- Browsing the internet

Assessment Criteria

In order to achieve Learning Outcome...	The Learner must...
1. Identify the various Office Interface, Commands, Menus and Ribbon	<ul style="list-style-type: none">– Identify and locate the various commands on Menu and Ribbon Bars– Access the Help– Change the document views– Insert, edit, format and move shapes and text in a document
2. Create and format various word documents	<ul style="list-style-type: none">– Create, edit and format different types of documents– Create and format list in a document using Bullets, Numbering or Outline Number– Create, edit and format Tables– Use Page Layout to enhance the setup of the document– Create and merge letters, envelopes and mailing labels
3. Create, format and perform calculations in spreadsheets	<ul style="list-style-type: none">– Create, edit and format worksheets and templates– Create, summarize and edit formulas, data series– Create, edit and customize charts
4. Create, format and present presentations	<ul style="list-style-type: none">– Create, edit and format a presentation using different slide formats– Add animation, sound, video and transitions to a slide– Run a presentation
5. Introduction to databases	<ul style="list-style-type: none">– Define a database– Create and edit a database
6. Identify Browsers, search and browse the internet	<ul style="list-style-type: none">– Identify different browsers– Search for data

Essential Learning Resources:

Learners will need access to Microsoft Office 2019 and to the internet

Textbooks

Office 2019 in easy steps

Website

www.sbcs.edu.tt