

Course descriptions

- 100) **Welcome to 'Windows XP' and 'Windows Vista'.** **4 x 2 Hours**
This is a prerequisite to other subjects.
Learn to turn computer on and off correctly.
Navigating the desktop using keyboard and mouse.
- 101) **Word processing (basic).** **6 x 2 Hours**
File management and page setup.
Cut, copy and pasting. Find and replacing text.
- 102) **E-mail using 'Outlook express'.** **4 x 2 Hours**
Connecting and setting up address books.
Sending, receiving and saving messages.
Adding signatures and compacting mailboxes.
- 104) **Introduction to the internet using 'IE7'.** **4 x 2 Hours**
Connecting to the internet and navigating sites.
Using 'Favourites' and 'History'.
Saving pictures and downloading files.
Using 'Newsrooms' and 'Chatrooms'.
- 105) **File management.** **4 x 2 Hours**
Navigating the file system using 'Windows explorer'.
Understanding file names and extensions.
Opening, renaming, copying, deleting and pasting files.
Putting 'Icons' onto the desktop.
- 106) **Scanning basics.** **4 x 2 Hours**
Scanning and printing images.
Scaling and resizing images.
Optical character recognition.
Memory restraints and saving.
- 107) **Spreadsheets using 'Excel'.** **6 x 2 Hours**
Entering and editing data.
Formatting, deleting and inserting cells.
Using 'Functions' and 'Formulae'.
- 108) **Desktop publishing.** **6 x 2 Hours**
Creating and editing cards.
Page layout using frames and tables.
Manipulating pictures and clipart.
Using object groups, text boxes, layers and transparencies.