STARTER PACKAGE – LEVEL 1
COURSE OUTLINE

SUTHERLAND TRAINING
caring, flexible, professional

TARGET AUDIENCE
Our "Starter Package Level 1" is designed for those who have very little or no experience using a computer and wish to make a start at learning more about how a computer works and some of the widely used applications. It is also aimed at those who wish to improve their confidence around computers.

LEARNING OUTCOMES
The skills and knowledge covered will build confidence and enable learners to understand computer jargon, find their way around Windows, create a file system and use key features of Word, Excel and Outlook.

DURATION: 1 day a week for two weeks

COURSE OUTLINE

WEEK 1

Computer Theory
Computer Technology
- Computer Types
- Networks
- Hardware & Software
- Input and Output devices
- The Computing Process
- What is meant by "The Cloud"
- An overview of AI
- RAM (Random Access Memory)

Practical Session
- Overview of the Keyboard
- Mouse controls
- Getting started in Windows
- The Windows Screen
- The Recycle Bin

Files and folder management
- Creating new folders and subfolders
- Copying files and folders
- Saving a file onto a usb stick
- Saving files into folders from applications

The Internet
- Connecting to the internet
- Browsing the web
- Google, Bing and Edge
- Navigating sites
- Safety on the internet
- Bookmarking sites
- What is "The Cloud"?
- Using AI with Edge

By the end of Week 1 you will feel more confident understanding and using computer terminology and you will have a better understanding of how to manage files and use the Internet. This week prepares you well for Week 2 which is highly practical.

WEEK 2

WORD 2016© Basics
Getting to know Word
- The Word Screen
- The Ribbon & Dialog Boxes
- The Quick Access Toolbar
- The Status Bar

Working with Documents
- Creating a new document
- Saving & updating a document
- Safely closing a document
- Navigating a document

Working with Text
- Text selection techniques
- Entering & editing information
- Text formatting & alignment
- Line spacing
- Pictures & Symbols
- The Spelling & Grammar tool
- Borders & Shading
- Bullets & Numbering

EXCEL 2016© Basics
Getting to know Excel
- The Excel Screen
- Understanding the Backstage
- Exiting Safely from Excel

Creating simple spreadsheets
- Creating a New Workbook
- Entering data
- Saving & updating workbooks
- Widening columns & rows
- Defining ranges
- Checking accuracy
- Navigating workbooks

WEEK 2 continued..

Formatting Worksheets
- Formatting text and numbers
- Understanding Cell Alignment
- Borders & Shading
- Inserting pictures
- Cut, copy & paste
- Working with sheets
- Preparing to print

Printing worksheets

Formulas and Functions
- Simple formulas
- SUM function
- Copying formulas

OUTLOOK 2016© Basics
Getting Started with Outlook
- The Program Window
- The Ribbon
- The Backstage View
- Module & Item Tabs
- The Quick Access Toolbar
- Navigating to Outlook features

Emails
- Creating & sending emails
- Adding, viewing & saving attachments
- Reply, Reply to All and Forward

Calendar
- Scheduling & changing appointments
- Recurring appointments
- Displaying different calendar views

By the end of Week 2 you will have gained the confidence to understand computer terminology AND to use most widely used applications including Word, Excel and Outlook.