Starter Package Level 2

Computer Fundamentals, Word Basics, Excel Basics, Outlook Basics

COURSE OUTLINE

SUTHERLAND TRAINING
caring, flexible, professional

TARGET AUDIENCE

Our "Starter Package Level 2" is designed for those who have completed our Level 1 course or have a bit more understanding of computers. It is aimed at those who wish to learn more than the basics.

LEARNING OUTCOMES

The skills and knowledge covered will build confidence and enable learners to understand computer jargon, learn more skills on Word, Excel, Outlook, PowerPoint, Publisher, Zoom and Teams.

DURATION: 1 day a week for two weeks

COURSE OUTLINE

WEEK 1

Revision

- Overview of computer jargon
- Overview of File Management

WORD 2016©

- Revision of concepts from level 1
- Headers and Footers
- Tables
- Borders & Shading
- Bullets & Numbering
- TBA

EXCEL 2016©

- Revision of concepts from level 1
- More on formulas
- More on Graphs
- Formatting Worksheets
- Working with sheets
- Filling
- Preparing to print
- Printing worksheets

OUTLOOK 2016©

- Revision of concepts from level 1
- Tasks, Notes, Calendars
- Becoming more organised using Outlook

By the end of Week 1 you will feel more confident understanding and using Word Excel and Outlook and you will have revised computer terminology that everyone should know. This week prepares you well for Week 2 which is highly practical.

WEEK 2

POWERPOINT 2016© Basics

- Getting to Know PowerPoint
- Starting PowerPoint From The Desktop Understanding The Start Screen
- Creating A New Blank Presentation The PowerPoint 2016 Screen
- How Microsoft PowerPoint 2016 Works
- Using The Ribbon
- Creating a simple presentation
- More if time permitting

PUBLISHER 2016© Basics

- Use Basic Publication Skills
- Enhance Publication Text
- Work with Drawing Objects
- Format Objects
- Use Graphic Images
- Use Text Frames
- Customise Publications
- Use Tables
- More if time permitting

WEEK 2 continued..

ZOOM AND TEAMS Basics

- Overview of the screen for each
- Becoming familiar with the environment
- Setting up a meeting
- Changing backgrounds
- Using the chat
- Sharing screens
- Hand raising
- Using the waiting room
- Rules for a session

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 use PowerPoint, Publisher, Teams and Zoom at an introductory level