Starter Package
Computer Fundamentals, WORD/EXCEL/OUTLOOK 2016© Basics

SUTHERLAND TRAINING

caring, flexible, professional

Duration: 4 days (set a week apart)

TARGET AUDIENCE
This package 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.

Computer Fundamentals
Computer Technology
- Computer Types
- Networks
- Hardware & Software
- Peripheral & storage devices
- Memory & storage capacities
- Mobile devices
- The Computing Process

Using & Maintaining Computers
- Preventative maintenance
- Physical cleaning
- Health & Safety
- Viruses, Worms & other malware
- Anti-virus software & Firewalls
- Rules to avoid data corruption

Practical Session
- Computer commands
- Keyboard & mouse controls
- Getting started in Windows
- The Control Panel
- Working with windows
- Files and folder management

Microsoft Word 'Sneak Peak'
- Getting started in Word
- Creating and editing a document

Microsoft Excel 'Sneak Peak'
- Getting started in Excel
- Creating and editing a spreadsheet

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

Tables
- Creating & editing a table
- Selecting in tables
- Working with table columns & rows

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

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

Formulas and Functions
- Simple calculations
- SUM, AVERAGE MAX, MIN
- Copying formulas

Printing
- Preparing to print
- Printing worksheets

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
- Responding to messages
- Email signatures

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

Contacts
- Viewing your contacts
- Creating a new contact
- Working with contacts

Tasks
- Creating tasks from scratch
- Updating tasks
- Removing tasks & items from lists
- Displaying different task views
- Notes
- Viewing and sorting notes
- Notes reading pane
- Formatting notes

Duration: 4 separate sessions set a week apart
Class size: 1 - 3
Start time: 9 am **End time** – dependent on class size
Where to from here:
Word Introduction, Excel Introduction, **or** Certificate III in Business Administration