

# Starter Package

Computer Fundamentals, Word Basics, Excel Basics, Outlook Basics  
**COURSE OUTLINE**



*caring, flexible, professional*

## 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.

**DURATION:** 1 day a week for four weeks

## COURSE OUTLINE

### 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
- Preparing to print
- Printing worksheets

### Formulas and Functions

- Simple calculations
- SUM, AVERAGE MAX, MIN
- Copying formulas

#### Printing

### 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