



Introduction to Basic Computer Operations

Course Outline

As computers become increasingly important in the everyday job, this course teaches the basics in computer knowledge such as using word, creating a spreadsheet, sending and receiving e-mails, and searching the web. You will learn key knowledge that will help you in your work.

Course Overview:

The course is based upon participant learning the following skills;

- How to use the computer to communicate information to others in the workplace
- How to use basic computer knowledge to solve problems and analyse information

The programme is given as a three day course and homework. The seminars are built upon interaction and as such the participants are expected to actively participate in discussions and on computer exercises.

Learning Objectives

The course is given as a part of foundation certificate and as such will main learning objectives of the course focus on providing you with basic knowledge and skills within the area. After completion of the course you should be able to;

Topic/content	Learning Objectives
Getting familiar with Microsoft Word	<ul style="list-style-type: none"> • Demonstrate knowledge in Microsoft Word • Identify and describe the different symbols of the programme • Understand non-printing characters • Create sample data and select text • Execute commands with keyboard shortcuts • Start a new paragraph • Exit Word
Basic features	<ul style="list-style-type: none"> • Create a Word document • Type, backspace and delete • Use the insert and overtype • Make text bold and italic • Underline text • Save a file



<p>More basic features</p>	<ul style="list-style-type: none"> • Open a file • Cut, copy and paste text • Use the clipboard • Use spell check to correct text • Find and replace word • Change font size
<p>Formatting paragraphs and working with styles</p>	<ul style="list-style-type: none"> • Add space before and after paragraphs • Change line spacing • Create a first-line indent • Indent paragraphs • Align paragraphs • Create hanging indent • Apply a style • Change style sets
<p>Adding bullets and numbers, undo and redo, setting page layouts and printing documents</p>	<ul style="list-style-type: none"> • Add bullets and numbers in text • Undo and redo commando • Set orientation • Set page size and margins • Add page numbers • Add page breaks • Preview and print documents
<p>Entering text & numbers</p>	<ul style="list-style-type: none"> • Demonstrate knowledge in Microsoft Excel • Identify and describe the different symbols of the programme • Move around a worksheet and go to cells quickly • Select cells, enter data and edit a cell • Wrap text • Delete cell entry • Save file and close excel
<p>Entering Excel formulas and formatting data</p>	<ul style="list-style-type: none"> • Perform mathematical calculations • Use the auto sum function • Perform automatic calculations • Align cell entries • Copy, cut and paste in Excel • Insert and delete columns and rows • Create borders • Merge and centre cells • Add background colour



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	<ul style="list-style-type: none"> • Change the font, font size, and font colour • Move to a new worksheet • Bold, Italicise and underline text • Work with long text • Change a column's width • Format numbers
Creating Excel functions, filling cells and printing	<ul style="list-style-type: none"> • Use reference operators • Fill cells automatically • Create headers and footers • Set print options • Print document
Creating charts	<ul style="list-style-type: none"> • Create a chart • Apply a chart layout • Add labels • Switch data • Change style of chart • Change size and position of chart • Change a chart type
Find information by searching the web	<ul style="list-style-type: none"> • Demonstrate knowledge of the web as an information source. • Prepare to search for information from the web. • Execute a web search • Save the search results
Microsoft Outlook	<ul style="list-style-type: none"> • Describe the use of e -mail • Create email messages • Send, receive, organize, and save e -mail messages

Certification

On the successful completion of the course, the participant will be provided a certificate of completion. Moreover, the assessor will register the BNVQF credits with BQA.

Progression pathways/continuing education

After completion of the course the participants will be able to enrol in more advanced computer studies.

