


Training Course Outline

Course Title

Working with IT

Who is it for?

An essential learning experience for anyone who wants to create and build practical IT skills for the workplace.







What is it about?

Being able to use a computer at work and at home is nearly as important as being able to write. If you are more effective you will be more productive when using computers, in every job at every level. This course teaches you how to use computers logically and effectively. You learn new skills and practice using and applying them to realistic situations by completing course tasks. The course encourages you to always improve your IT user skills with practice and further learning.






Course Contents

All course content is adapted to build the existing skills of attendees at each course. The course can also be tailored to meet precise organizational needs.

Using a Computer:

-  Are computers useful? – Why, how and when?
-  Working with a Computer
-  Becoming an Effective User – ‘Best Practice’ rules
-  Communicating using a Computer
-  File creation and management
-  Applying your IT skills

Creating Documents using in Microsoft Office 2007:

-  Microsoft Office 2007 – Changes from 2003
-  Using MS Word 2007
-  Using MS PowerPoint 2007
-  Using MS Excel 2007
-  Choosing which MS Office program to use – Applying your IT skills to complete tasks

What will you get from the course?

- ✓ Working knowledge of Computing in the workplace
- ✓ Direction and skills to build higher computing abilities
- ✓ Practical awareness of how to choose which application to use to complete set tasks
- ✓ Increase confidence in the use of Information Technology