

PC Basics

Designed for: Those who have never used a computer

Prerequisites: None

Objectives & Benefits: To learn the basics of using a computer

Cost: 4800 (MUR)

Course Content:

- Lesson One – Including: Types of computer hardware, components of the system unit, using the mouse to open and close menus, using the mouse to open and play a game stored on the computer, different types of printers, shutting down the computer.
- Lesson Two – Including: Loading the Microsoft Word software program, opening an existing Word document, editing and printing a Word document, loading the Microsoft Excel program, editing data in Excel, understanding the structure of a database and sorting information, what the different software applications are used for
- Lesson Three – Including: Understanding the principles of storing documents in files and folders, opening a document stored in a sub folder, using My Computer to organise files, creating a new folder, moving a file, copying a file, renaming a file, deleting a file, creating a new document in Word, saving a new document, the importance of backing up
- Lesson Four – Including: Using Internet Explorer to connect to the Internet, using a web address to locate a web site, understanding the importance of security on the Internet, using Outlook Express to compose messages, different types of connectors, how a digital camera can be used with a PC

Internet Skills

Designed for: Those who wish to learn about the Internet and email

Prerequisites: Familiarity with Windows.

Objectives & benefits: To teach the basics of using the Internet and email

Cost: 4800 (MUR)

Course Content:

- Lesson One – Including: Understanding the background of the Internet, using Internet Explorer to connect to the Internet, using links in the Pitman Training Web Site, using the Back, Forward and Home toolbar buttons
- Lesson Two – Including: Recognising the structure of Internet Addresses (URLs), entering a URL and load the corresponding web page, editing a URL, understanding the use of search engines to find information, performing simple searches using a variety of search engines, using the internal search facility on the BBC web site, using Edit/Find command to find a specific item on a web page
- Lesson Three – Including: Using the Favorites feature, creating a folder in Favorites, using the History feature, saving a Web page, saving a Web Picture, printing a web page, understanding the benefits of shopping online, knowing how to shop securely on the Internet
- Lesson Four – Including: identifying the main items on the Outlook Express screen, using the four main folders: Inbox, Outbox, Sent Items and Deleted Items, composing and printing messages, sending and receiving messages, organising messages by creating a new folder, attaching a file to a message, saving an attached file, copying a URL into an e-mail message, using the Address Book, using Spell Check

Windows XP

Designed for: Those who wish to learn the basics of the Windows XP operating system.

Prerequisites: None.

Objectives & benefits: To teach the basic principles of using Windows XP.

Cost: 4800 (MUR)

Course Content:

- Lesson One – Including: Understanding the principles of using Windows XP, The Start menu, The Taskbar menu, Opening the WordPad and Notepad programs, Common elements of a windows screen, Arranging windows on the desktop.
- Lesson Two – Including: Using Windows XP Help and Support, Creating folders, Copying, moving and deleting files, Permanently deleting files from the Recycle Bin, Locating files using Search.
- Lesson Three – Including: Changing the date and time using the Windows clock, Using Display in the Control Panel to change the appearance of the screen, Using WordPad and Paint to create, save and print a document, Creating and using shortcuts, Using the Recycle Bin to permanently delete a shortcut.
- Lesson Four – Including: Using Internet Explorer to connect to the Internet, Entering a URL and loading the corresponding web site, Using hyperlinks to navigate a web site, Identifying the main items on the Outlook Express screen, Composing and printing messages, Sending and receiving messages.

Create, Manage and Integrate Files

Designed for: Those who wish to learn how to work with Windows to manage and integrate files

Prerequisites: Familiarity with Windows and Microsoft Word 2003

Objectives & benefits: To learn how to work with files and folders and be able to use word effectively

Cost: 5000 (MUR)

Course Content:

- Lesson One – Including: Creating a folder, moving files from one folder to another, copying files from one folder to another, renaming a folder, deleting files from a folder, producing a screen printout of folder and file structure
- Lesson Two – Including: Keying in text, deleting text, joining and splitting paragraphs, inserting page breaks, cut, copy and paste, using different text alignments, using bold, italic and underline, changing case, applying bullets, spellcheck, distinguishing between serif and sans-serif fonts, working with different file formats, inserting an accented foreign character
- Lesson Three – Including: Changing margins, creating header and footer text, finding and replacing text, inserting tables, adjusting column widths, controlling the display of gridlines, inserting a picture from file, applying 'house' styles, controlling widows and orphans, format painter
- Lesson Four – Including: Importing a chart, re-sizing a chart, formatting text in a chart, applying a border to a chart, importing a datafile, changing text in a datafile, adjusting the column widths in a datafile, apply gridlines to a datafile