INTRO TO SOFTWARE

SOFTWARE SKILLS TRAINING

COURSE OVERVIEW

You will learn how to:

- Use word processing

- Use spreadsheets

- Use presentations

Level:
1

Duration:
3 hours

Using word processing
- Examine the layout of an existing Word document.
- Open a new word processing document.
- Enter text and use techniques to edit text.
- Use methods to change and enhance text, changing font style, size and colour.
- Use text alignment within the document.
- Use line and paragraph spacing.
- Copy and paste text into the document.
- Insert images into the document.
- Use spelling and grammar.
- Preview the document for printing.
- Save the document with a filename in a specific location on the computer/laptop.

Using spreadsheets
- Examine existing Excel spreadsheet structure.
- Open a new Excel spreadsheet file.
- Enter numerical and text entries.
- Create some simple standard formulas.
- Automatically sum column and row totals.
- Insert an image onto the worksheet.
- Apply enhancements to the worksheet.
- Create a simple chart.
- Save the file with a filename in a specific location.

Using presentations
- Examine an existing presentation.
- Open a new PowerPoint presentation.
- Create a range of different slides.
- Enter and make changes to text.
- Apply a design idea or template.
- Insert images onto slides.
- Size and reposition images.
- Use slide sorter view.
- Run the presentation.
- Save the presentation in a specific location