

## Basic Computer Skills

The **Kaizen Computer Skills** course is a two day interactive session that will give participants the confidence to complete simple tasks using the main Microsoft applications used today.

### Learning Outcomes

At the end of the **Kaizen Computer Skills** course you will be able to:

- Set up logical storage locations on your hard drive so that you can easily store and retrieve information.
- Manage your MS Outlook files by using tools such as archiving, storage folders and message rules.
- Create a word document and navigate your way around the basic applications
- Create an excel workbook and navigate you way around the basic applications
- Create a professional email signature and learn how to edit and update it with important and timely company information.
- Create and present a basic PowerPoint presentation complete with headings, bullet points and pictures.

### Session 1: Managing Your PC and MS Outlook

Managing Your PC:

- This session will give you a basic overview of how the storage folders work on your computer's hard drive. You will learn to create logical storage folders and also learn how to search for files using Windows Explorer.

MS Outlook Management:

- Storage Folders
  - Creating New Folders
  - View Options
- Archiving
- Creating a Professional Email Image:
  - Create an email signature that encompasses your corporate image
  - Learn to access and update your signature so that you can make timely changes such as seasonal company messages and offers.
- Time Management
  - Outlook Calender
  - Scheduling appointments
  - Meeting requests
  - Creating tasks

### Session 2: Navigating Word

Navigating your way around a word document

- Important Tools
- Navigating the applications
- Customisation
- Creating a word document (from a template)
- Building the document
- Inserting a picture
- Inserting a table
- Editing a table
- Copy & paste text
- Printing the document

### Session 3: Navigating Excel

Navigating your way around an Excel workbook

- Important Tools
- Navigating the applications
- Customisation
- Creating a workbook
- Using Quick Fill
- Auto Sum
- Basic Formula's
- General Formatting
- Sorting Data
- Filters
- Creating a chart
- Print Set Up
- Printing the document
- Sending a workbook through email

### Session 4: Creating a PowerPoint Presentation

Participants will learn to (and go through process of)

- Less is better
- Important Tools
- Navigating the applications
- Customisation
- Creating slides (including a slide master)
- Creating bullet points
- Inserting graphics
- Inserting spread sheets
- Edit options
- Using layout to organise content
- Animation
- Delivering the presentation – Running slide show
- Presentation View