



# Computer Studies

BASIC COURSE

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## 1. MODULE 1 - Introduction

### Introduction

What will you learn from this course?

### Session 1

- 1.1 What is a computer?
- 1.2 How to start?
  - 1.2.1 The Desktop Computer
  - 1.2.2 The Laptop Computer
  - 1.2.3 Desktop Computer and Laptop compared
- 1.3 Computer Parts and Functions
  - 1.3.1 Hardware
  - 1.3.2 Software
  - 1.3.3 System Software
  - 1.3.4 Application Software
- 1.4 Computer Components
- 1.5 Primary memory and secondary memory compared
- 1.6 Summary
- 1.7 Quiz Time
- 1.8 Memorandum
- 1.9 Formal Task

### Session 2

- 2.1. Computer Software
  - 2.1.1. Software licenses
  - 2.1.2. Software naming
- 2.2. Data format licenses
- 2.3. Computer Memory
- 2.4. Summary
- 2.5. Quiz time
- 2.6. Memorandum
- 2.7. Formal Task

### **Session 3**

- 3.1. Computer Networks
- 3.2. Manage your workplace
- 3.3. Printers
- 3.4. Summary
- 3.5. Quiz time
- 3.6. Memorandum
- 3.7. Formal Task

## **2. MODULE 2 - Computer Security**

### **Session 4**

- 4.1. What is Computer Security?
- 4.2. Encryption
- 4.3. Passwords
- 4.4. Summary
- 4.5. Quiz time
- 4.6. Memorandum
- 4.7. Formal Task

## **3 MODULE 3 - Getting Started**

### **Session 5**

- 2.8. Switch On, Log Off and Switch Off Computer
- 2.9. Mouse
- 2.10. Mouse pad
- 2.11. Keyboard
- 2.12. Number Pad
- 2.13. Insert password
- 2.14. Capital letters, small letters, symbols, and special characters
- 2.15. Summary
- 2.16. Quiz time
- 2.17. Memorandum
- 2.18. Formal Task

## 4. MODULE 4 - Microsoft Word

### Session 6

- 4.1. Getting Started with Word
- 4.2. Different Versions of Microsoft Word
- 4.3. Select Program / Application
- 4.4. Summary
- 4.5. Quiz time
- 4.6. Memorandum
- 4.7. Formal Task

### Session 7

- 7.1. Word Templets
  - 7.1.1. Calendar
  - 7.1.2. Appointment Calendar
- 7.2. Summary
- 7.3. Quiz time
- 7.4. Memorandum
- 7.5. Formal Task

### Session 8

- 8.1. Invoice
- 8.2. Invitation
- 8.3. Summary
- 8.4. Quiz time
- 8.5. Memorandum
- 8.6. Formal Task

### Session 9

- 9.1. Cover Letter
- 9.2. Curriculum Vitae
- 9.3. Summary
- 9.4. Quiz time
- 9.5. Memorandum
- 9.6. Formal Task

## **Session 10**

- 10.1. Brochure
- 10.2. Poster
- 10.3. Certificate
- 10.4. Summary
- 10.5. Quiz time
- 10.6. Memorandum
- 10.7. Formal Task

## **Session 11**

- 11.1. Navigate in Microsoft Word
  - 11.1.1. Buttons, Toolbars and Ribbons
  - 11.1.2. Toolbar
  - 11.1.3. Autosave
  - 11.1.4. Save
  - 11.1.5. Undo Typing
  - 11.1.6. Repeat Typing
  - 11.1.7. Document Name
  - 11.1.8. Microsoft Search
  - 11.1.9. Profile Signed in
- 11.2. Summary
- 11.3. Quiz time
- 11.4. Memorandum
- 11.5. Formal Task

## **Session 12**

- 12.1. Subscription benefits
- 12.2. Ribbon Display Options
- 12.3. Minimize
- 12.4. Restore Down
- 12.5. Close
- 12.6. Ribbon File
- 12.7. Home
- 12.8. New

- 12.9. Open
- 12.10. Info
- 12.11. Save and Save As
- 12.12. Print
- 12.13. Close
- 12.14. Account
- 12.15. Feedback
- 12.16. Options
- 12.17. Summary
- 12.18. Quiz time
- 12.19. Memorandum
- 12.20. Formal Task

### **Session 13**

- 13.1. Create and Save Word Documents
- 13.2. Document Recovery
- 13.3. Edit Documents
- 13.4. Different Ribbons
- 13.5. Summary
- 13.6. Quiz time
- 13.7. Memorandum
- 13.8. Formal Task

## **5. MODULE 5 - Customize a Word Document**

### **Session 14**

- 14.1. Character Formatting
- 14.2. Paragraphs Formatting
- 14.3. Align Text Using Tabs and Paragraph
- 14.4. Text in Bulleted Lists
- 14.5. Text in Numbered Lists
- 14.6. Managing Lists
- 14.7. Sort a List
- 14.8. Format a List

- 14.9. Summary
- 14.10. Quiz time
- 14.11. Memorandum
- 14.12. Formal Task

### **Session 15**

- 15.1. Borders and Shading
- 15.2. Insert Cover Pages
- 15.3. Add Tables
  - 15.3.1. Insert a Table
  - 15.3.2. Modify a Table
  - 15.3.3. Format a Table
- 15.4. Insert Symbols
- 15.5. Special Characters
- 15.6. Summary
- 15.7. Quiz time
- 15.8. Memorandum
- 15.9. Formal Task

### **Session 16**

- 16.1. Add and Format Images to a Document
- 16.2. Align pictures in a Document
- 16.3. Apply Page Borders
- 16.4. Add Headers and Footers
- 16.5. Summary
- 16.6. Quiz time
- 16.7. Memorandum
- 16.8. Formal Task

### **Session 17**

- 17.1. Control Page Layout
- 17.2. Add a Watermark
- 17.3. Edit A Document Using Spelling, Grammar, And Readability
- 17.4. Use Research Tools

- 17.5. Save a Document to Other Formats
- 17.6. Summary
- 17.7. Quiz time
- 17.8. Memorandum
- 17.9. Formal Task

## 6. MODULE 6 - Microsoft Excel

### Session 18

- 18.1. Getting Started with Excel
- 18.2. Select Program / Application
- 18.3. Excel Templates
  - 18.3.1. Any year one-month template
  - 18.3.2. Seasonal Photo Calendar
- 18.4. Summary
- 18.5. Quiz time
- 18.6. Memorandum
- 18.7. Formal Task

### Session 19

- 19.1. Simple Invoice
- 19.2. Navigate in Microsoft Excel
- 19.3. Buttons, Toolbars and Ribbons
- 19.4. /Toolbar
- 19.5. Autosave
- 19.6. Save
- 19.7. Summary
- 19.8. Quiz time
- 19.9. Memorandum
- 19.10. Formal Task

### Session 20

- 20.1. Undo Typing
- 20.2. Repeat Typing



- 20.3. Document Nam
- 20.4. Microsoft Search
- 20.5. Profile Signed in
- 20.6. Subscription benefits
- 20.7. Ribbon Display Options
- 20.8. Minimize
- 20.9. Restore Down
- 20.10. Close
- 20.11. Summary
- 20.12. Quiz time
- 20.13 Memorandum
- 20.14. Formal Task

## **Session 21**

- 21.1. Ribbon File
- 21.2. Home
- 21.3. New
- 21.4. Open
- 21.5. Info
- 21.6. Save and Save As
- 21.7. Print
- 21.8. Close
- 21.9. Summary
- 21.10. Quiz time
- 21.11. Memorandum
- 21.12. Formal Task

## **Session 22**

- 22.1. Account
- 22.2. Feedback
- 22.3. Options
- 22.4. Create and Save Excel Documents
- 22.5. Summary
- 22.6. Quiz time

22.7. Memorandum

22.8. Formal Task

## 7. MODULE 7 - Customize an Excel Document

### Session 23

23.1. Use Excel Commands

23.2. Create and Save a Basic Workbook

23.3. Enter Cell Data

23.4. Use Excel Help

23.5. Summary

23.6. Quiz time

23.7. Memorandum

23.8. Formal Task

### Session 24

24.1. Performing Calculations

24.2. Formulas versus Functions

24.3. Create Worksheet Formulas

24.4. Insert Worksheet Functions

24.5. Summary

24.6. Quiz time

24.7. Memorandum

24.8. Formal Task

### Session 25

25.1. Reuse Formulas

25.2. Reuse Functions

25.3. Worksheet and workbook

25.4. Summary

25.5. Quiz time

25.6. Memorandum

25.7. Formal Task

## **Session 26**

- 26.1. Modifying a Worksheet
- 26.2. Insert Columns
- 26.3. Delete Columns
- 26.4. Adjust Columns
- 26.5. Insert Rows
- 26.6. Delete Rows
- 26.7. Adjust Rows
- 26.8. Summary
- 26.9. Quiz time
- 26.10. Memorandum
- 26.11. Formal Task

## **Session 27**

- 27.1. Search for and Replace Data
- 27.2. Proofing Tool
- 27.3. Research Tool
- 27.4. Formatting a Worksheet
- 27.5. Apply Text Formats
- 27.6. Apply Number Formats
- 27.7. Summary
- 27.8. Quiz time
- 27.9. Memorandum
- 27.10. Formal Task

## **Session 28**

- 28.1. Align Cell Contents
- 28.2. Apply Styles and Themes
- 28.3. Apply Basic Conditional Formatting
- 28.4. Summary
- 28.5. Quiz time
- 28.6. Memorandum
- 28.7. Formal Task

## **Session 29**

- 29.1. Sort Data
- 29.2. Ascending Order
- 29.3. Descending Order
- 29.4. Printing Workbooks
- 29.5. Preview a Workbook
- 29.6. Print a Workbook
- 29.7. Summary
- 29.8. Quiz time
- 29.9. Memorandum
- 29.10. Formal Task

## **Session 30**

- 31.1. Set Up Page Layout
- 31.2. Configure Headers
- 31.3. Configure Footers
- 31.4. Managing Workbooks
- 31.5. Manage Worksheets
- 31.6. Manage Workbook
- 31.7. Manage Worksheet View
- 31.8. Manage Workbook View
- 31.9. Summary
- 31.10. Quiz time
- 31.11. Memorandum
- 31.12. Formal Task

## **8. MODULE 8 – Emails**

### **Session 31**

- 31.1. Emails
- 31.2. Navigation
- 31.3. Viruses
- 31.4. Attacks from outside
- 31.5. Backup

- 31.6. Summary
- 31.7. Quiz time
- 31.8. Memorandum
- 31.9. Formal Task

## 9. MODULE 9 - Customize an Email

### Session 32

- 32.1. Write an email
- 32.2. Send an email
- 32.3. Draft an email
- 32.4. Summary
- 32.5. Quiz time
- 32.6. Memorandum
- 32.7. Formal Task

## 10. MODULE 10 - PowerPoint

### Session 33

- 33.1. Getting Started with PowerPoint
- 33.2. Navigate the PowerPoint Environment
- 33.3. View and Navigate a Presentation
- 33.4. Create a PowerPoint Presentation
- 33.5. Save a PowerPoint Presentation
- 33.6. Use PowerPoint Help
- 33.7. Summary
- 33.8. Quiz time
- 33.9. Memorandum
- 33.10. Formal Task

## 11. MODULE 11 - Customize a PowerPoint

### Session 34

- 34.1. Developing a PowerPoint Presentation
- 34.2. Select a Presentation Type
- 34.3. Edit Text
- 34.4. Build a Presentation
- 34.5. Summary
- 34.6. Quiz time
- 34.7. Memorandum
- 34.8. Formal Task

### Session 35

- 35.1. Performing Advanced Text Editing Operations
- 35.2. Format Characters
- 35.3. Format Paragraphs
- 35.4. Format Text Boxes
- 35.5. Summary
- 35.6. Quiz time
- 35.7. Memorandum
- 35.8. Formal Task

### Session 36

- 36.1. Adding Graphical Elements to Your Presentation
- 36.2. Insert Images
- 36.3. Insert Shapes
- 36.4. Summary
- 36.5. Quiz time
- 36.6. Memorandum
- 36.7. Formal Task

### Session 37

- 37.1. Modifying Objects in Your Presentation
- 37.2. Edit Objects
- 37.3. Format Objects

- 37.4. Summary
- 37.5. Quiz time
- 37.6. Memorandum
- 37.7. Formal Task

### **Session 38**

- 38.1. Group Objects
- 38.2. Arrange Objects
- 38.3. Animate Objects
- 38.4. Summary
- 38.5. Quiz time
- 38.6. Memorandum
- 38.7. Formal Task

### **Session 39**

- 39.1. Preparing to Deliver Your Presentation
- 39.2. Review Your Presentation
- 39.3. Apply Transitions
- 39.4. Summary
- 39.5. Quiz time
- 39.6. Memorandum
- 39.7. Formal Task

### **Session 40**

- 40.1. Print Your Presentation
- 40.2. Deliver Your Presentation
- 40.3. Summary
- 40.4. Quiz time
- 40.5. Memorandum
- 40.6. Formal Task

## 12. MODULE 12 - Final Formal Task

### **Session 41**

41.1. Quiz time

41.2. Memorandum

41.3. Formal Task