

Introduction to Personal Computers Microsoft Office 2000 & Windows 2000

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| General Description | This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Windows 2000 & Office 2000 effectively. |
| Learning Outcomes | At the completion of this courseware participants will be able to: <ul style="list-style-type: none">• outline the history of computer development and describe how a computer network hangs together• work with a computer running Windows 2000• create and work with documents in a word processor• create a spreadsheet application which uses formulas and outputs graphs• create a slideshow presentation using Microsoft PowerPoint• create a simple database using Microsoft Access. |
| Target Audience | This course is intended for people who wish to learn how to use a personal computers and gain a basic understanding of the Windows 2000 and Microsoft Office 2000 applications. |
| Prerequisites | This course is designed for participants with little or no knowledge of using personal computers. |
| Pages | 6 chapters, 140 pages, and 25,036 words! |
| Approx* Duration | 61 exercises. Anticipated duration* of 10.2 hours. Course files can be downloaded from our web site at www.watsoniapublishing.com . |
| Methodology | A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios. |
| Companion Publications | Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at www.watsoniapublishing.com for more details. |

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Thursday, February 12, 2004 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice*



Introduction to Personal Computers

Microsoft Office 2000 & Windows 2000

Contents

1. How Computers Work

1. Computer Fears
2. Different Types Of Computers
3. The History Of The Personal Computer
4. Dissecting The Computer
5. How The Computer Works
6. Measuring Capacities
7. Starting Your Computer
8. Under The Hood Of The Systems Unit
9. Disk Storage
10. Other Devices
11. Hardware And Software
12. The Future Of Computing

2. Windows Operating System

1. What Is Windows?
2. Starting Windows
3. How Windows Works
4. WIMPS
5. The Anatomy Of A Window
6. Working With The Control Menu
7. Minimising And Maximising
8. Resizing And Moving
9. Menus In Windows
10. Starting Applications
11. Using Multiple Applications
12. Closing Applications
13. Practising Your Mouse Skills
14. Exiting From Windows
15. Quick Review
16. On Your Own

3. Word Processing

1. Word Processing Overview
2. Starting Word For Windows
3. Typing Text Into A Document
4. Making Changes To Text
5. Saving Your Work
6. Saving An Existing Document
7. Adjusting Page Setup
8. Printing
9. Starting Another Document
10. Working With Multiple Documents
11. Closing Files
12. Opening A Document
13. Quick Review
14. On Your Own

4. Spreadsheets

1. Spreadsheet Overview
2. What Is A Spreadsheet?
3. Starting Excel
4. Moving About The Current Sheet
5. Entering Data Into A Worksheet
6. Using Quick Fill
7. Entering Numbers
8. Performing Additions
9. Other Calculations
10. Performing What If Tests
11. Saving Your Work
12. Changing The Look Of A Worksheet
13. Printing Your Worksheet Data
14. Creating A Chart
15. Quick Review
16. On Your Own

5. Presentations

1. Presentations Overview
2. Starting PowerPoint
3. Using The AutoContent Wizard
4. Editing The New Presentation
5. Changing The Look Of A Presentation
6. Saving A Presentation
7. Closing A Presentation
8. Opening An Existing Presentation File
9. Working With Multiple Presentations
10. Running A Presentation
11. Quick Review
12. On Your Own

6. Databases

1. Database Overview
2. Starting Access
3. How Microsoft Access Stores Data
4. Creating A New Database
5. Creating A New Table
6. Adding Data
7. Working With Data
8. Creating A Report
9. Quick Review
10. On Your Own.

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