



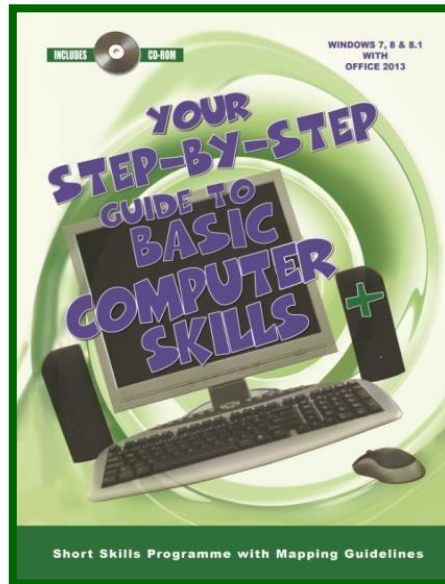
Your Step-by-Step Guide to Basic Computer Skills Plus

Win 7, 8, 8.1 and Office 2013

YOUR STEP-BY-STEP GUIDE TO BASIC COMPUTER SKILLS +

Still too scared to step onto that dreaded Technology Highway?

YOUR STEP-BY-STEP GUIDE TO BASIC COMPUTER SKILLS is designed to get you going with the essential basic skills of using a computer either at home or in the office. This versatile manual can be used in the classroom or for self-study.



WIN 7, 8, 8.1 & Office 2013

The instructions are clearly set out; the explanations are easy to follow; the graphics are great and there are plenty of practical exercises with solutions provided (CD with data disk provided). The manual includes a step-by-step introductory guide to typing. The fold-out keyboard is a handy feature of this manual.

YOUR STEP-BY-STEP GUIDE TO BASIC COMPUTER SKILLS includes:

- 🔓 Basics of a Computer
- 🔓 Introduction to Typing
- 🔓 The Mouse

- 🔓 The Keyboard
- 🔓 Basic Windows Skills
- 🔓 Internet & E-mail

- 🔓 MS Word
- 🔓 MS Excel
- 🔓 MS PowerPoint

FREE Typing Tutor Included.



About this book

This training material has been developed to address the needs of the new computer user. Every effort has been made to make the language jargon free. This book is a learning tool. It is important for the facilitator/trainer to make the first experience of the new computer user both interesting and memorable.

The book has been developed and aligned to the following Unit Standard:

SAQA US ID	Unit Standard Title	Notional Hours
113836	Apply basic computer technology	110

Notional Hours Table

Module	Credits	Total Hours	Contact Hours	Assignment/ Test Hours
1	3	30	15	15
2	1	10	6	4
3	2	20	10	10
4	1	20	15	5
5	2	40	30	10
6	1	30	20	10
7	1	30	20	10
8	3	30	15	15
9	3	30	15	15
10	2	20	15	5

The Unit Standards with their allotted credits are listed below.

Modules	SAQA ID	Unit Standard Title	NQF Level	Credits
1, 4, 6 and 7	113836	Apply basic computer technology	3	11

Course Content



MODULE 1: INTRODUCTION TO COMPUTERS

SPECIFIC OUTCOMES

At the end of this module the learner should be able to:	COMPLETED
☞ Understand What A Computer Is	<input type="checkbox"/>
☞ Understand Computer Terms	<input type="checkbox"/>
☞ Understand What Makes A Computer Powerful	<input type="checkbox"/>
☞ Understand The Different Types Of Computers	<input type="checkbox"/>
☞ Identify The Different Parts Of A Computer	<input type="checkbox"/>
☞ Switch A Computer On And Off	<input type="checkbox"/>
☞ Understand What Memory Is	<input type="checkbox"/>
☞ Understand How Computers Work	<input type="checkbox"/>
☞ Understand The Different Input & Output Devices	<input type="checkbox"/>
☞ Understand What Ergonomics Is	<input type="checkbox"/>
☞ Understand What A Virus Is	<input type="checkbox"/>

INTRODUCTION TO COMPUTERS - MODULE OUTLINE

<ul style="list-style-type: none"> ☞ What Is A Computer? ☞ Introductory Computer Terms ☞ What Makes A Computer Powerful? ☞ Types Of Computers ☞ Parts Of A Computer ☞ Switching A Computer On And Off <ul style="list-style-type: none"> ➤ Switching On A Computer ➤ Switching Off A Computer ☞ Memory 	<ul style="list-style-type: none"> ☞ How Computers Work <ul style="list-style-type: none"> ➤ Input ➤ Processing (Inside The Computer's Case) ➤ Storage ➤ Output ☞ Input And Output Devices ☞ Ergonomics ☞ Virus
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MODULE 2: MOUSE SKILLS

SPECIFIC OUTCOMES

At the end of this module the learner should be able to:	COMPLETED
☞ Definition of a Mouse	<input type="checkbox"/>
☞ Understanding the Mouse Buttons	<input type="checkbox"/>
☞ Perform Various Mouse Actions Like: <ul style="list-style-type: none"> ○ Point ○ Left-Click ○ Right-Click ○ Double-Click ○ Drag And Drop 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



✓ Cursor	✓ Backspace
✓ Escape Key And Function Keys (Top Row)	✓ Shift Keys
✓ Alphabetical Keypad	✓ Alt And Control Keys
✓ Space Bar	✓ Tab Key □ Caps Lock Key
✓ Middle Keypad	✓ Punctuation Marks
✓ Numeric Keypad	✓ Symbols
✓ Keys That Contain 2 Symbols/Characters	

MODULE 4: BASIC WINDOWS SKILLS

SPECIFIC OUTCOMES

At the end of this module the learner should be able to:	COMPLETED
👁️ Understand What Windows Is	<input type="checkbox"/>
👁️ Understand The Importance Of An Operating System	<input type="checkbox"/>
👁️ Understand The Components Of A Desktop	<input type="checkbox"/>
👁️ Understand the Different Parts of a Window	<input type="checkbox"/>
👁️ Understand What A Graphical User Interface Is	<input type="checkbox"/>
👁️ Working With Windows	<input type="checkbox"/>
👁️ Understand The Importance of Managing Files/Folders	<input type="checkbox"/>
👁️ Working With Windows Explorer	<input type="checkbox"/>
👁️ Create a New Folder	<input type="checkbox"/>
👁️ Manage Files / Folders (Move, Copy, Delete, Rename)	<input type="checkbox"/>
👁️ Working With The Recycle Bin	<input type="checkbox"/>

BASIC WINDOWS SKILLS - MODULE OUTLINE



<ul style="list-style-type: none"> 🔗 What Is Windows? 🔗 Why Use Windows 🔗 Desktop <ul style="list-style-type: none"> ➤ Computer ➤ Recycle Bin ➤ Taskbar ➤ Start Button ➤ Parts Of A Window 🔗 Working With Windows <ul style="list-style-type: none"> ➤ Opening A Window ➤ Closing A Window ➤ Minimizing A Window ➤ Maximizing A Window ➤ Restoring A Window ➤ Resizing A Window ➤ Moving A Window Scroll Bars ➤ Scroll Arrows 	<ul style="list-style-type: none"> 🔗 Managing Files <ul style="list-style-type: none"> ➤ File Storage Structure ➤ File Storage Media ➤ Create A New Folder ➤ Selecting Files Or Folder ➤ Moving Or Copying Folders ➤ Deleting Files Or Folders ➤ Renaming Files And Folders 🔗 Recycle Bin <ul style="list-style-type: none"> ➤ Recovering Deleted Files And Folders ➤ Emptying The Recycle Bin
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MODULE 5: MS WORD

SPECIFIC OUTCOMES

At the end of this module the learner should be able to:	COMPLETED
🔗 Open MICROSOFT WORD 2013	<input type="checkbox"/>
🔗 Understand The Different Parts Of The Word Window	<input type="checkbox"/>
🔗 Understand The File Tab	<input type="checkbox"/>
🔗 Save / Update A Document	<input type="checkbox"/>
🔗 Create A New Document	<input type="checkbox"/>
🔗 Open / Close A Document	<input type="checkbox"/>
🔗 Change The Zoom Percentage Of A Document	<input type="checkbox"/>
🔗 Select Text	<input type="checkbox"/>
🔗 Apply Formats (Font, Size, Effects)	<input type="checkbox"/>
🔗 Align Text	<input type="checkbox"/>
🔗 Line Spacing	<input type="checkbox"/>
🔗 Move (Cut) Text / Copy Text / Paste Text	<input type="checkbox"/>
🔗 Apply Page Borders	<input type="checkbox"/>



Insert Tables / Working With Tables	<input type="checkbox"/>
Contextual Ribbon Tabs	<input type="checkbox"/>
Using Spell Check	<input type="checkbox"/>
Understand Page Setup / Print a Document	<input type="checkbox"/>
Insert Clipart / Wordart / Working With Pictures (Moving/Copying/Resizing)	<input type="checkbox"/>

MS WORD 2013 MODULE OUTLINE

Launching Microsoft Office Word 2013	Activity: Formatting
The Word Window	Font Colour Aligning Text
Parts Of The Word Window	Moving Text (Cutting)
The File Tab	Copying Text
Saving A Document	Adding A Page Border
Close A Document	Wordart
Create A New Document	Working With A Table
Open A Document That Already Has A Name	Inserting A Table
Updating (Saving) A Document That Already Has A Name	The Table Ribbon
Zoom	Entering Text In A Table
Page Setup	Moving Around In A Table
➤ Page Orientation (Portrait/Landscape)	Changing Borders And Shading
➤ Margins	Moving A Table
Font Face	Resizing A Table
Changing The Font, Size And Effects	Delete A Table And Contents
Using The Ribbon To Change The Font	Use Table Styles To Format An Entire Table
Using The Ribbon To Change The Font Size	Printing
Using The Ribbon To Change The Font Colour	Spell Check
Font Size	Clip Art
Font Style	➤ Resizing The Picture
	➤ Wrapping Text



MODULE 6: MS EXCEL

SPECIFIC OUTCOMES

At the end of this module the learner should be able to:	COMPLETED
☞ Open / Exit MICROSOFT EXCEL 2013	<input type="checkbox"/>
☞ EXCEL 2013 Window	<input type="checkbox"/>
☞ Understand The Different Parts Of The Excel Window	<input type="checkbox"/>
☞ Understand The File Button	<input type="checkbox"/>
☞ Create A New Workbook	<input type="checkbox"/>
☞ Entering Text And Numbers	<input type="checkbox"/>
☞ Open / Close / Save A Workbook	<input type="checkbox"/>
☞ Update And Save A Workbook	<input type="checkbox"/>
☞ Identify Cells, Columns, Rows And Ranges	<input type="checkbox"/>
☞ Selecting/Deleting Ranges	<input type="checkbox"/>
☞ Zoom	<input type="checkbox"/>
☞ Autofill	<input type="checkbox"/>
☞ FORMULAS / Order Of Calculation / FUNCTIONS (Autosum Button)	<input type="checkbox"/>
☞ Adjust Column Widths / Adjust Row Heights	<input type="checkbox"/>
☞ Insert / Delete Rows And Columns	<input type="checkbox"/>
☞ Move / Copy / Paste Data	<input type="checkbox"/>
☞ Perform A Spell Check	<input type="checkbox"/>
☞ Understand and Apply Formatting to Data	<input type="checkbox"/>
☞ Apply Borders And Shading	<input type="checkbox"/>
☞ Working With Page Settings For Printing / Printing a Workbook	<input type="checkbox"/>



MS EXCEL MODULE OUTLINE	
☞ Launching Microsoft Excel 2013	➤ Dragging Column Borders
☞ The Excel Window	➤ Using Autofit
☞ Parts Of The Excel Window	➤ Changing Widths Of Multiple Columns
☞ The File Button	☞ Row Height
☞ Worksheet	☞ Inserting Columns And Rows
☞ Cells	☞ Deleting Rows And Columns
☞ Active Cell	☞ Moving And Pasting Data
☞ Moving Around A Worksheet	☞ Copying And Pasting Data
☞ Saving A New Workbook	☞ Using Autosum
☞ Closing A Workbook	☞ Check Spelling
☞ Create A New Workbook	☞ Changing The Appearance Of Data
☞ Opening An Existing Workbook	☞ Changing Fonts, Style, Size, Colour And Effects
☞ Updating (Saving) A Document That Already Has A Name	☞ Changing Text Attributes With Toolbar Buttons
☞ Closing Microsoft Excel 2013	☞ Formatting Values
☞ Columns	☞ Using The Number Style Buttons To Format Numbers
☞ Rows	➤ Changing The Currency Symbol And Thousand Separator
☞ What Is A Range?	➤ Aligning Data In Cells
☞ Selecting A Range?	➤ Using The Alignment Buttons To Align Text
☞ Deleting Data/Range	☞ Adding Borders To Cells
☞ What Is A Cell Reference?	☞ Adding Shading To Cells
☞ Zoom	☞ Setting Margins
☞ Entering Data With Autofill	☞ Change The Paper Size
☞ Entering Numerical Data With Autofill	☞ Change The Page Orientation
☞ Activity - Using Autofill	☞ Printing The Worksheet
☞ Formulas	
☞ Entering Formulas	
☞ Activity - Entering Formulas	
☞ Adjust Column Widths	



MODULE 7: MS POWERPOINT

SPECIFIC OUTCOMES

At the end of this module the learner should be able to:	COMPLETED
🔗 Understand What a Presentation Is	<input type="checkbox"/>
🔗 Open MICROSOFT POWERPOINT 2013	<input type="checkbox"/>
🔗 Identify The Parts of a PowerPoint Screen	<input type="checkbox"/>
🔗 Create A New Blank Presentation	<input type="checkbox"/>
🔗 Create A New Presentation Using a Theme/Presentation Template	<input type="checkbox"/>
🔗 Adding Text to Slides Using Placeholders	<input type="checkbox"/>
🔗 Inserting New Slides	<input type="checkbox"/>
🔗 Changing The Slide Layout	<input type="checkbox"/>
🔗 Saving A Presentation	<input type="checkbox"/>
🔗 Opening / Closing a Presentation	<input type="checkbox"/>
🔗 Exit PowerPoint	<input type="checkbox"/>
🔗 Zoom	<input type="checkbox"/>
🔗 Inserting / Resizing / Copying / Moving Clip Art	<input type="checkbox"/>
🔗 Inserting Pictures	<input type="checkbox"/>
🔗 Finishing Touches – Design Theme	<input type="checkbox"/>
🔗 Slide Transition	<input type="checkbox"/>
🔗 Running A Slideshow	<input type="checkbox"/>



MS POWERPOINT MODULE OUTLINE

✓ What Is A Presentation?	✓ Resizing Images
✓ Launching Microsoft Office PowerPoint 2013	✓ Moving Images
✓ The PowerPoint Window	✓ Inserting Pictures From The Local Computer
✓ Closing Microsoft PowerPoint	✓ Saving Slide Shows
✓ Zoom	✓ Saving And Naming Your Slide Show
➤ Fit To Window	✓ Updating Slide Shows
✓ Creating Slide Shows	✓ Closing Slide Shows
➤ Creating A New Presentation	✓ Opening Slide Shows
➤ Inserting Slides	✓ Finishing Touches
➤ Changing The Slide Layout	✓ Transitions
➤ Adding Text To Slides Using Placeholders	✓ Apply Transitions To All Slides
➤ Inserting Pictures From The Online Gallery	✓ Running A Standard Slide Show



MODULE 8: INTERNET EXPLORER

SPECIFIC OUTCOMES	
At the end of this module the learner should be able to:	COMPLETED
☞ Understand What Internet Explorer Is	<input type="checkbox"/>
☞ Differentiate Between The World Wide Web And The Internet	<input type="checkbox"/>
☞ Explain What The Internet Offers	<input type="checkbox"/>
☞ Connecting To The Internet	<input type="checkbox"/>
☞ Identify A Web Browser And Give Examples Of Web Browsers	<input type="checkbox"/>
☞ Differentiate Between A Web Page And A Web Site	<input type="checkbox"/>
☞ Understand What A Search Engine Is	<input type="checkbox"/>
☞ Understand What an Internet Service Provider is	<input type="checkbox"/>
☞ Things to Consider When Choosing an ISP	<input type="checkbox"/>
☞ Know What a URL is	<input type="checkbox"/>
☞ Define The Structure Of A Web Address	<input type="checkbox"/>
☞ Understand Domains	<input type="checkbox"/>
☞ Launch Internet Explorer / Exit Internet Explorer	<input type="checkbox"/>
☞ Understand What the Home Page is / Change the Home Page	<input type="checkbox"/>
☞ Know the Parts of the Internet Explorer Window	<input type="checkbox"/>
☞ Changing Text Size	<input type="checkbox"/>
☞ Opening a Web Site	<input type="checkbox"/>
☞ Know What a Search Engine Is	<input type="checkbox"/>
☞ Working With The Search Box Using Keywords	<input type="checkbox"/>
☞ Search For Information	<input type="checkbox"/>
☞ Understand What A Hyperlink Is	<input type="checkbox"/>
☞ Returning to your Home Page	<input type="checkbox"/>
☞ Searching for Images on the Web	<input type="checkbox"/>
☞ Saving/Copying Images Off the Web	<input type="checkbox"/>
☞ Printing a Web Page	<input type="checkbox"/>



INTERNET EXPLORER MODULE OUTLINE

☞ Internet Explorer (Theory)	☞ Internet (Practical)
☞ What Is The World Wide Web?	☞ Opening Internet Explorer
☞ What Is The Internet?	☞ Closing Internet Explorer
☞ What The Internet Offers?	☞ Text Size
☞ Getting Connected To The Internet	☞ Opening A Web Site
☞ What Is A Web Browser?	☞ Changing The Home Page
☞ Examples Of Web Browsers	☞ Returning To Your Home Page
☞ What Is A Web Page?	☞ Hyperlinks
☞ What Is A Web Site?	☞ Search Engines
☞ What Is A Search Engine?	☞ Keyword
☞ What Is An Internet Service Provider (ISP)?	☞ South African Search Engines
☞ Things To Consider When Choosing An ISP	☞ International Search Engines
☞ What Is A Uniform Resource Locator (URL)?	☞ Search Box
☞ Examples Of URL's	☞ Searching For Information
☞ Attributes Of A URL's	☞ Searching For Images
☞ Structure Of A Web Address/URL	☞ Saving An Image
☞ What Is A Domain?	☞ Printing A Web Page
☞ Home Page	

MODULE 9: EMAIL SKILLS

SPECIFIC OUTCOMES

At the end of this module the learner should be able to:	COMPLETED
👁️ Parts of an E-Mail Address	<input type="checkbox"/>
👁️ Creating an E-Mail Account	<input type="checkbox"/>
👁️ Sending E-Mail	<input type="checkbox"/>
👁️ Sending E-Mail Attachments	<input type="checkbox"/>
👁️ Receiving E-Mails	<input type="checkbox"/>
👁️ Opening an E-Mail	<input type="checkbox"/>
👁️ Replying to an E-Mail	<input type="checkbox"/>
👁️ Saving/Viewing Attachments	<input type="checkbox"/>
👁️ Returning to the Inbox	<input type="checkbox"/>
👁️ Adding an E-Mail Address to the Contact List	<input type="checkbox"/>
👁️ Viewing a Contact List	<input type="checkbox"/>
👁️ Signing out of your E-Mail Account	<input type="checkbox"/>
👁️ Logging In to Your E-Mail Account	<input type="checkbox"/>

INTERNET EXPLORER MODULE OUTLINE

👁️ Creating An E-Mail Account	👁️ Signing Out
👁️ Sending E-Mail	👁️ Logging In After You Have Created Your E - Mail Account
👁️ Creating A Contact	

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