

Computer Skills for Improvers

Computer Essentials

- Understand key concepts relating to ICT, computers, devices and software.
- Work effectively on the computer desktop using icons, windows.
- Adjust the main operating system settings and use built-in help features.
- Know some concepts of file management and be able to efficiently organise files and folders.
- Understand storage.
- Understand the importance of protecting data and devices from malware, and the importance of backing up data.
- Recognise considerations relating to green IT, accessibility, and user health.

Word Processing

- Create, edit and save small-sized word processing documents
- Choose built-in options, such as the Help function, to enhance productivity.
- Apply different formats to documents to enhance them.
- Adjust document page settings.
- Check and correct spelling before finally printing documents.

Spreadsheets

- Create, edit and save small-sized spreadsheets.
- Choose built-in options, such as the Help function, within the application to enhance productivity.
- Enter data into cells; use good practice in creating lists.
- Select, sort and copy, move and delete data.
- Edit rows and columns in a worksheet.
- Copy, move, delete, and appropriately rename worksheets.
- Create mathematical formulas using standard spreadsheet functions.
- Recognise some error values
- Format numbers and text content in a spreadsheet.
- Create, and format charts.
- Printing spreadsheets.

Presentations

- Create, edit and save small-sized presentations.
- Work with presentations and save them.
- Choose built-in options, such as the Help function..
- Understand different presentation views and when to use them.
- Understand different slide layouts and designs.
- Enter, edit, and format text in presentations.
- Recognise good practice in applying unique titles to slides.
- Create, and format charts.
- Insert and edit pictures, images, and drawn objects.
- Apply animation and transition effects to presentations.
- Printing and giving presentations.

On completion of this course the student is well placed take the ECDL course.