

## BASIC INTRODUCTION TO COMPUTERS – LEVEL 2

### COURSE OBJECTIVES

#### INTRODUCTION

This course is designed to help users who are familiar with Word, excel and PowerPoint basic features and want to take their skills to the next level.

### COURSE MODULES

#### WORD

- Working with Tables and Charts
- Customizing Formats Using Styles and Themes
- Using Images in a Document
- Creating Custom Graphic Elements
- Inserting Content Using Quick Parts
- Controlling Text Flow
- Using Templates
- Using Mail Merge
- Using Macros

#### EXCEL

- Creating Advanced Formulas
- Analysing Data with Logical and Lookup Functions
- Organizing and Analysing Datasets and Tables
- Visualizing Data with Charts
- Analysing Data with PivotTables, Slicers, and Pivotcharts
- Inserting Graphics
- Enhancing Workbooks

#### POWERPOINT

- Using Slide Masters, Part One
- Using Slide Masters, Part Two
- Working with Templates
- Using Handout Masters
- Using Notes Masters
- Working with Comments
- Reviewing a Presentation
- Advanced Animation Techniques, Part One
- Advanced Animation Techniques, Part Two
- Advanced Presentation Techniques
- Creating a Custom Show
- Managing

Duration: 3 Days | SACE Points: 15