

## COMPUTERS LITERACY TRAINING LEVEL 2 - FOR TEACHERS

### COURSE OBJECTIVES

#### OVERVIEW

It has become extremely hard for all of us to keep abreast with the constantly evolving computer-based technology. This is especially the case with educators who are now, out of sheer necessity, required to stay a step ahead to preserve their relevance in their careers. Nowadays teachers have to make use of desktop PCs, laptop PCs, and even mobile devices like tablets while carrying out their core duties. Teachers must be knowledgeable of computer related technologies. As a skilled educator, you will have to aim for uncommon excellence and proficiency in this computer oriented era.

#### AT THE END OF THIS TRAINING YOU WILL BE ABLE TO

- Understand how a computer works
- Understand the types of computers available
- Understand hardware and peripherals
- Set up a computer
- Connect to a network, WI-FI or LAN
- Create an email address
- Navigate the World Wide Web
- Apply advanced Microsoft Word, Microsoft Excel, Microsoft
- PowerPoint and Microsoft Outlook tools
- Install advanced tools

### INFORMATION

**Tel:** 0861 2435352

**Cost:** R 00.00

**Duration:** 1 Day

**SACE Points:** 10 PD Points

**Website:** [www.bhelela.com](http://www.bhelela.com)

**Reg No:** 2002/012340/07

**Accreditation Number:** PR12977

### MODULES

#### WORD

- Create a fillable form
- Set page margins
- Change the default line spacing
- Line spacing
- Change the font colour
- Add a draft watermark to your document
- Add a picture as a background watermark
- Add a header and footer
- Add page numbers
- Smart Art Graphics
- Add shapes, pictures, screen clipping

#### EXCEL

- Use a formula to apply conditional formatting
- Add, change, find or clear conditional formatting
- Copy and paste conditional formatting to other cells
- Analyse trends in data using sparklines
- Define and use names in formulas
- Detect errors in formulas

#### POWERPOINT

- Create your own theme in PowerPoint
- Save a slide design as a template
- Slide masters, layout and themes
- Add background pictures to slides

#### OUTLOOK

- Send automatic out of office replies
- Recall or replace messages after it is sent
- Schedule an appointment
- Schedule a meeting with other people
- Set and remove reminders