



## COMPUTERS LITERACY TRAINING LEVEL 3 - 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

- Add images to a header or footer
- Create different headers or footers for odd and even pages
- Add different page numbers to different sections
- Create a table of contents
- Format a table of contents
- Use hyperlinks in a table of content
- All about tracking changes
- Advanced Track Change Options
- Creating Accessible word documents

#### EXCEL

- VLOOKUP
- Sum values based on multiple conditions
- Functions
- Pivot Tables

#### POWERPOINT

- Turn your presentation into a video
- Video and audio file formats supported
- Play music for the duration of your slide show
- Add or delete audio in a presentation
- Prepare to distribute a presentation

#### OUTLOOK

- Share a calendar with other people
- Add holidays
- Add a contact
- Create a contact group
- Import contacts to outlook
- Export contacts into an outlook.com account
- Archive or back up outlook items

