

CDU delivering Professional Short Courses

Basic Computer Skills

Microsoft Office is the most commonly utilised suite of applications by users of Microsoft Windows. It is versatile and enables the user to perform a large variety of tasks and functions.

Designed for

This course is designed for new users of Microsoft Windows XP and Microsoft Office 2007. It is specifically tailored for people with limited previous experience in using computers who require an overview of the features in Microsoft Office 2007.

Note: Current users of Windows Vista or Windows 7 operating systems will also be accommodated.

Learning Outcomes

Participants in this course will learn about the applications in Microsoft Office 2007 and how they can be utilised to perform basic everyday tasks for personal, school, university or business purposes. This course will enable participants to operate the software at an introductory level and equip them with the confidence to explore the wide variety of features.

Course Content

At the completion of this course you should be able to:

- work with screen elements known as Windows
- understand and use some of the more common features in Office 2007 applications
- use Microsoft Word 2007 to create a basic word processed document
- create and use Microsoft Excel 2007 to process numbers
- create and present an electronic presentation using Microsoft PowerPoint 2007
- create a simple database with Access 2007 to store and process data
- work with the Calendar feature in Outlook
- create and work with contacts
- create and work with tasks
- share data between Microsoft Office 2007 applications

Duration: 2 Days