

Basics of Computers



(Word, PowerPoint, Excel, Canva, Email & Google Drive)

Microsoft Word

(Latest Version)

- Introduction to the MS Word Interface
- Creating and Saving Documents
- Document Formatting Basics
- Working with Fonts
- Paragraph Formatting
- Inserting and Formatting Tables
- Inserting Images
- Adding Headers and Footers
- Page Setup and Page Numbers
- Adding Shapes and Icons
- Using SmartArt
- Mail Merge Basics
- Using Templates
- Printing and Exporting to PDF
- Essential Word Shortcuts



Word



PowerPoint



Excel



Canva



Email



Google Drive

Microsoft Excel

(Latest Version)

- Introduction to the Excel Interface
- Understanding Workbook and Worksheet
- Working with Rows, Columns and Cells
- Basic Cell Formatting
- Using SUM, AVERAGE, MAX, MIN
- Using VLOOKUP, INDEX+MATCH, XLOOKUP
- Using the IF, AND, OR, IFS Function
- Filtering Data
- Using Freeze Panes
- Page Layout Settings
- Printing Worksheets
- Basic Data Validation
- Essential Excel Shortcuts

Microsoft PowerPoint

(Latest Version)

- Introduction to the PowerPoint Interface
- Creating a New Presentation
- Working with Slides and Layouts
- Applying Themes
- Inserting Images and Icons
- Using SmartArt
- Adding Charts
- Applying Slide Transitions
- Adding Animations
- Using Slide Master
- Using Presenter View
- Exporting to PDF
- Presentation Delivery Tips
- Printing Slides & Handouts

Canva Basics

- Introduction to Canva
- Setting Up a Canva Account
- Exploring Canva Templates
- Creating Social Media Designs
- Downloading Designs
- Sharing Designs

Google Drive & Email

- Introduction to Google Drive & Gmail
- Creating a Gmail Account
- Sending Emails
- Adding Attachments
- Using CC & BCC
- Creating and Managing Folders
- Uploading Files
- Downloading Files
- Sharing Files & Permissions
- Introduction to Google Docs, Sheets & Slide
- Adding Comments