



Aside from their technical definition, computers are able to be defined by what they can do for us. On a personal level, a computer can be used to store records and files, communicate locally or internationally, prepare a variety of documents and reports, edit photos and videos, and provide you with access to a global network of information. Beyond this, computers are now used in science, health, business and government to such an extent that it would be extremely difficult to function without them.

As computers have become more and more common, they have become essential to the modern world and intertwine themselves in your daily life. Today, a typical office computer can be used for word processing, accounting, sending e-mail messages and more; all depending on the software that has been added to it.

Within Botswana, there is not always access to computers for people to learn the basic skills of computers. When people do not have this access and the skills, they can fall behind with their work skills and are not able to progress in their careers. This course enables participants to learn how to operate a computer from its basic operation, such as how to turn on a computer, how a mouse operates, the hardware and software, etc., all the way to the basic skills needed to work on the most required software programmes, being Excel, Word, PowerPoint and the emailing essential Outlook. With these skills, participants will be upskilled and keep learning the technology that is quickly becoming a necessity in the modern workplace.

This course can be offered in the following manner and is dependent on the versions of Microsoft Windows and Microsoft Office that are used by the Client or Participants.

The Modules below are offered individually over a two-day period.

Windows 10: Part 1 or Windows 11: Part 1 Course Objectives

- Logging in to Windows 10 or Windows 11.
- Know the Windows 10 or Windows 11 user interface.
- Customise the Windows 10 or Windows 11 user interface.
- Know the Windows 10 or Windows 11 security features.
- Use Microsoft Edge in Windows 10 or Windows 11.
- Use File Explorer in Windows 10 or Windows 11.

Word 2016: Part 1 or Word 365: Part 1 Course Objectives

- Create a new document in Word 2016 or Word 365.
- Make a document look professional and presentable using Word 2016 or Word 365.
- Save a document in Word 2016 or Word 365.
- Use the Word 2016 or Word 365 Interface.
- Customize the Word 2016 or Word 365 Interface.

Excel 2016: Part 1 or Excel 365: Part 1 Course Objectives

- Create a new spreadsheet in Excel 2016 or Excel 365.
- Work with basic formulae in Excel 2016 or Excel 365.
- Make a spreadsheet look professional and presentable using Excel 2016 or Excel 365.
- Save a spreadsheet in Excel 2106 or Excel 365.
- Print a spreadsheet in Excel 2016 or Excel 365.

PowerPoint 2016: Part 1 or PowerPoint 365 Course Objectives

- Create a new presentation using PowerPoint 2016 or PowerPoint 365.
- Make a presentation look professional and presentable using PowerPoint 2016 or PowerPoint 365.
- Save a presentation in using PowerPoint 2016 or PowerPoint 365
- Present a slide show using PowerPoint 2016 or PowerPoint 365.
- Navigate the PowerPoint 2016 or PowerPoint 365 Environment.

Outlook 2016: Part 1 or Outlook 365: Part 1 Course Objectives

- Getting Started with Outlook 2016 or Outlook 365.
- Composing Messages in Outlook 2016 or Outlook 365.
- Reading and Responding to Messages in Outlook 2016 or Outlook 365.
- Managing Your Messages in Outlook 2016 or Outlook 365.
- Managing Your Calendar in Outlook 2016 or Outlook 365.
- Managing Your Contacts in Outlook 2016 or Outlook 365.
- Working with Tasks and Notes in Outlook 2016 or Outlook 365.
- Customizing the Outlook Environment of Outlook 2016 or Outlook 365.

