Basic Computer Literacy for Health Care: Using Microsoft Office

AIM

To develop basic skills in word processing, spreadsheets and presentations using Microsoft Office and internet browsing and email using open source software.

TARGET GROUP

The program is designed for any public health care employees who require basic computer skills. These skills will equip participants to better manage checking, capturing, analyzing, sharing and presenting information.

OBJECTIVES

By the end of the 5 day course, participants should have basic working knowledge and skills in:

- Windows 7 basics
- Using Word to create documents and reports
- Using Excel to create and analyse spreadsheets
- Using PowerPoint for presentations
- Using an Internet browser and a web-based email

Participants will work individually or in small groups. Practical exercises will be done.

COURSE CONTENT

- Operating Systems
  - ✓ Windows 7 components
  - ✓ File Management

- Basic word processing
  - ✓ Creating and editing documents
  - ✓ Formatting and printing
  - ✓ Tables & graphics

- Basic spreadsheets
  - ✓ Creating and editing spreadsheets
  - ✓ Formulas and functions
  - ✓ Basic Pivot tables and Graphs

- Basic presentations
  - ✓ Creating and editing slides
  - ✓ Formatting and printing slides and handouts
  - ✓ Inserting graphs, tables and graphics

- Internet and email:
  - ✓ Accessing and using Google Chrome
  - ✓ Accessing and using a web based email

Participants will use sample health data during practical exercises.

PRE-REQUISITE

No pre-requisite knowledge and skills required.

ENQUIRIES

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