



## International Diploma of IT Skills

### COURSE OVERVIEW

International Diploma in IT Skills offers programs that cover the usage of PC and file management, the usage of Microsoft Windows and its major applications, such as Word, Excel, PowerPoint, Access and Internet.

### COURSE OBJECTIVES

On completion of this course attendees will be able to:

- ✓ To promote and encourage computer literacy for all.
- ✓ Increase overall efficiency and productivity.
- ✓ Increase employee's confidence and job satisfaction.
- ✓ Significantly enhance internal and external communication

### WHO SHOULD ATTEND

- All the employees from all the levels and grades, that have to interact with computers.
- School students of all grades.

### COURSE OUTLINE

#### Module 1: Word processing using Microsoft Word 2010

- 1- Starting Out
- 2- The Word Interface
- 3- Advanced Tabs and Customization
- 4- Creating Documents
- 5- Doing More with Text
- 6- Printing and Viewing Your Document
- 7- Managing Your Documents
- 8- Creating Headers and Footers
- 9- Inserting Pictures, Shapes And Tables

#### Module 2: Spreadsheets using Microsoft Excel 2010

- 1- Getting Started
- 2- The Excel Interface
- 3- Excel Basics
- 4- Editing your Workbook
- 5- Printing and Viewing your Workbook
- 6- Working with Functions and Formulas

#### Module 3: Presentations using Microsoft PowerPoint 2010

- 1- Starting Out



- 2- Understanding and Customizing the PowerPoint Interface
- 3- Tab Overview, Part One
- 4- Tab Overview, Part Two
- 5- Creating Presentations
- 6- Printing and Viewing Your Presentation
- 7- File Management
- 8- Adding Shapes, Pictures, Diagrams, Charts, and Tables

#### **Module 4: Databases using Microsoft Access 2010**

- 1- Getting Started
- 2- The New Interface
- 3- Creating a Database
- 4- Doing More with your Database
- 5- Working with Tables
- 6- Working with Forms

#### **Module 5: Introduction to Information Technology**

- 1- General Concepts
- 2- Hardware Devices
- 3- Software
- 4- Networking
- 5- Security

#### **Module 6: Using the Computer and Managing Files – Windows 7**

- 1- Getting Started
- 2- Working with Windows 7
- 3- The Basic Windows 7 Applications
- 4- Doing More with Windows 7
- 5- Getting Help in Windows 7
- 6- Windows 7 tools
- 7- The Windows 7 Applications
- 8- Advanced File and Folder Tasks

#### **Module 7: Electronic Communications Using Internet Explorer 9**

- 1- Getting Started
- 2- Browsing the Web
- 3- Favorites, Accelerators, and Web Slices
- 4- Security
- 5- Advanced Topics

#### **Module 8: Microsoft Outlook 2010**

- 1- Starting Out
- 2- Tab Overview (Mail Interface)
- 3- Tab Overview (Outlook Item Interface)
- 4- Sending E-Mail