

# **Computer Basics: Skills for Today's Business**

**Overview of Computers, Microsoft Word and Excel**

## **Course Overview**

A light overview will be provided on the history of computers, data types, electronic communication, and Internet & social media safety as well as working with Microsoft's File Explorer/Windows Explorer. The emphasis of this course will be placed on how to use Microsoft Word & Excel to aid students in effectively using these tools in preparation of working in today's business world. During the course, students will learn to store documents in folders they create, how to organize document folders, understand basic computer/software terminology, use Microsoft Word to create basic documents, and work within Microsoft Excel to create basic spreadsheets and charts.

## **Who Should Attend**

To ensure success, participants will need to be familiar with using a keyboard and mouse.

## **Introduction to the PC**

Students learn the basics about computers and how technology has improved over the years. They learn the history of computers, including an introduction to Microsoft Windows and other operating systems.

### **Introduction**

A History of Personal Computing  
The Key Building Blocks of a Computer  
What Is an OS?

Microsoft Windows  
Technology and the Future (Cloud)

## **Data Types**

Students learn key types of data and how to gather, evaluate, and present those data. They explore Open Office or Microsoft Office and discover how to use the applications to manage data. They also learn about the Internet.

### **Introduction**

Key Types of Data and Usage  
Introduction to Microsoft Office  
What's a Font

WYSIWYG  
The Internet

## Electronic Communication

Students are introduced to various means of communication, such as e-mail, blogs, Web pages, and instant messaging. In addition, they learn the various guidelines and social issues around this technology.

### Introduction

E-mail Dos and Don'ts  
Once on the Internet, It's There Forever  
File Size Matters

Security  
Privacy  
Ethical Computer Use

## MICROSOFT WORD<sup>®</sup>

### OVERVIEW

Microsoft<sup>®</sup> Word is designed to teach basic document creation skills, such as creating, editing, and formatting documents. You'll learn to apply a variety of techniques for improving the appearance and accuracy of your document's content. In this course, you'll learn how to use Microsoft Word to:

- Navigate and perform common tasks
- Create, edit and format documents.
- Add page borders, colors, headers, and footers.
- Add design elements and layout options.
- Proof documents.

### CONTENT

#### Getting Started with Word

Navigate in Microsoft Word  
Create and Save Word Documents  
Edit Documents  
Preview and Print Documents

#### Formatting Text and Paragraphs

Apply Character Formatting  
Control Paragraph Layout  
Align Text Using Tabs  
Display Text in Bulleted or Numbered Lists  
Apply Borders and Shading

#### Inserting Graphic Objects

Insert Symbols and Special Characters  
Add Images to a Document

#### Controlling Page Appearance

Apply a Page Border and Color  
Add Headers and Footers  
Control Page Layout

#### Preparing to Publish a Document

Check Spelling, Grammar, and Readability



# **MICROSOFT EXCEL®**

## **OVERVIEW**

Microsoft® Excel is a tool used in businesses everywhere, and the ability to use the program is a foundational skillset needed to acquire many jobs in today's business world. This segment of the course aims to provide you with the basic Excel knowledge to begin organizing, calculating, analyzing, revising, updating, and presenting data.

The goal of this portion of the course is to help you:

- Get started with Microsoft Office Excel.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

## **CONTENT**

### **Getting Started with Microsoft Office Excel 2016**

Navigate the Excel User Interface  
Use Excel Commands  
Create and Save a Basic Workbook  
Enter Cell Data  
Use Excel Help

### **Performing Calculations**

Create Worksheet Formulas  
Insert Functions  
Reuse Formulas

### **Modifying a Worksheet**

Insert, Delete, and Adjust Cells, Columns, and Rows  
Search for and Replace Data

### **Formatting a Worksheet**

Apply and Modify Fonts  
Add Borders and Colors to Worksheets  
Apply Number Formats  
Align Cell Contents

### **Printing Workbooks**

Preview and Print a Workbook  
Define the Page Layout

### **Managing Workbooks**

Manage Worksheets  
Manage Workbook

### **Creating Charts**

Insert an Embedded Chart  
Create a Chart Sheet