INTRO TO COMPUTERS
Microsoft Training

MACCAUVLEI LEARNING ACADEMY

QUALIFICATION PURPOSE

The purpose of the Intro to Computers Training is to empower participants with essential computer literacy skills, enabling them to confidently use computers in a modern work environment. This course equips learners with practical skills in Microsoft Windows, Microsoft Word, Microsoft Excel, and Microsoft Outlook, supporting everyday workplace productivity.

Course Objectives

Upon successful completion of this course, learners will be able to leverage advanced Excel features to analyse data and present insights that support intelligent, data-driven organizational decisions.

What Learners Will Learn

By the end of this course, learners will be able to:

- Understand basic computer hardware and how a computer works
- Use the Windows operating system to navigate the desktop, start menu, and taskbar
- Manage files and folders using File Explorer
- Create, edit, format, and save documents using Microsoft Word
- Use basic document tools such as tables, images, headers, and printing options
- Enter, edit, and format data in Microsoft Excel
- Perform basic calculations using simple formulas in Excel
- Send, receive, and manage emails using Microsoft Outlook
- Use calendars and schedule meetings in Outlook
- Browse the internet safely and understand basic online safety principles
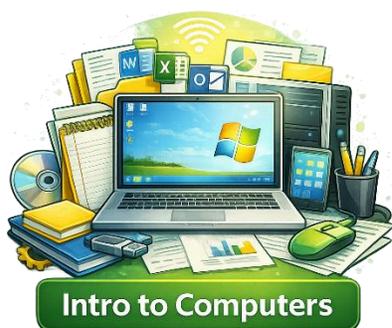
Course Outline

Day 1: Computer Fundamentals & Windows
- Understanding computer hardware and peripherals
- Introduction to Microsoft Windows
- Using the Desktop, Start Menu, and Taskbar
- Managing files and folders using File Explorer

Day 2: Microsoft Word – Word Processing
- Creating and saving documents
- Formatting text and paragraphs
- Page layout, headers, footers, and printing
- Working with basic tables

Day 3: Microsoft Word – Document Productivity
- Styles and document consistency
- Bullets, numbering, and simple templates
- Inserting images and objects
- Basic document review and editing tools

Day 4: Microsoft Excel – Spreadsheets
- Understanding worksheets and cells
- Entering and editing data
- Basic formulas and calculations
- Formatting spreadsheets for readability

Day 5: Microsoft Outlook & Internet
- Sending, receiving, and managing emails
- Using folders and search in Outlook
- Calendar basics and meeting requests
- Internet browsing and online safety awareness

WHO SHOULD ATTEND?

This course is suitable for beginners; first-time computer users; job seekers; administrative staff; and individuals seeking foundational skills in Microsoft Office applications.

DURATION OF TRAINING
5 Days

MACCAUVLEI ENTRY REQUIREMENTS
No prior computer knowledge required.

LEARNING ASSUMED TO BE IN PLACE
Basic reading and writing skills.

CERTIFICATION
Certificate of Completion from Microsoft

Intro to Computers

Contact Details
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