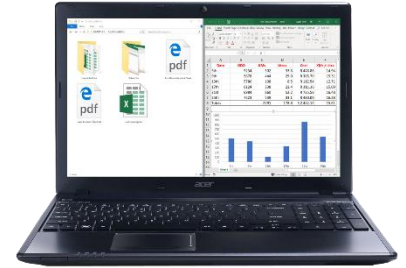




PC, Numeracy and Excel Foundation

Overview: This course has been introduced for those who have had very little exposure to working with a computer. We start with the absolute basics of how to use a mouse, navigate through Windows and create a basic folder structure. We use Excel to teach basic Data Input, Keyboard layout and function as well as Formatting, Basic Formulas and Printing. Working with Data also introduces Numeracy concepts such as Percentages, Averages, Rates and Ratios.



Pre-requisites: No computer skills are required; however, one should be able to follow instructions in the language medium used, which is currently English.

PC Basics

- The difference between Microsoft Windows and Microsoft Office.
- The concept of Drives, Folders and Files and how to Navigate through them.
- Basic Keyboard Layout and how to use Shift, Caps-lock, the Function Key and Numeric Keypad.
- How to maximise the use of your mouse with left and right-click, drag and drop and the mouse wheel.
- Creating a folder structure and being able to move / copy files within it.
- Basic PC search for Applications as well as Files and Folders.

Excel Basics

- File Basics – Opening, Closing, Creating New, Editing, Saving and Save As.
- Overview of Cells, Columns and Rows, Workbooks and Worksheets, Ribbons and Spreadsheet Navigation.
- Inputting values into an existing Spreadsheet as well as Editing and Deleting cell content.
- Useful generic functions such as Cut, Copy and Paste, Undo and Redo and their Keyboard Shortcuts.
- Difference between Highlighting, Replicating and Moving cell content. NB!
- Formatting Cells - Font Type, Size & Colour, Bolding, Cell Alignment and Cell Borders.
- Formatting Numbers - Decimals, Currency and Percentage including Rounding awareness.
- Formatting Worksheets - Row height and Column width. Inserting, Deleting and Hiding Rows & Columns.
- Formulas
 - Difference between Entered and Calculated Values.
 - Basic arithmetic formulas - Adding, Subtracting, Multiplying and Dividing.
 - Range Formulas – Sum, Count and Average.
- Printing Basics – Page Layout, Margins and Scaling.

Numeracy concepts covered

- Basic arithmetic operations and the application of BODMAS. E.g. Using brackets to Add before Multiplying.
- Sum and Count and how they are used to calculate an Average.
- Percentage Increase and Decrease and Percentage Of.
- Rates and Ratios
- Reading and Interpreting Column and Line Graphs.

Your take-home course material includes:

- Printed worksheet of all the Tasks used in the workshop.
- A tear-off sheet that recaps all the Key Concepts covered.
- A USB flash stick preloaded with all Excel Worksheets used, plus a comprehensive Video File Library that explains in detail all the tasks workshopped during the course.