

Everyday Computing Skills

Level 2

Course Outline

Session	Content	Session	Content
1	Word Review <ul style="list-style-type: none"> start Word enter text using word wrap edit a document using backspace and delete create a new paragraph format text spell check use preset tabs save, print preview and print 	5	Internet Explorer <ul style="list-style-type: none"> use the Google search engine use the History list add a site to Favourites Bar and Favourites List delete a site from Favourites save a web page insert a web page into a Word doc. copy text from a web page to a Word document
2	Inserting Pictures and working in large documents <ul style="list-style-type: none"> navigate in a large document insert page numbers insert and delete page breaks insert clipart insert pictures from file insert date and time create headers and footers 	6	Introduction to PowerPoint <ul style="list-style-type: none"> open an existing presentation run a slide show create a simple presentation insert a picture onto a slide insert Clip Art onto a slide copy a picture from Google Images and paste on a slide insert slide numbers apply a slide design change the colour theme & font scheme save a presentation
3	Cut, Copy and Paste and More Formatting <ul style="list-style-type: none"> cut, copy and paste using the ribbon buttons use different underline styles use subscript and superscript change case of selected text clear formatting use line spacing 	7	PowerPoint 2010 continued <ul style="list-style-type: none"> create a presentation of photos using the photo album apply transition effects edit text on slides use different slide layouts print a presentation
4	WordArt and File Management <ul style="list-style-type: none"> insert WordArt disks, folders, files, path names use the Save As window rename and delete files move a file to a new folder view files in different ways 	8	Email with Gmail and Revision <ul style="list-style-type: none"> use Gmail to send and receive email use attachments with email messages create a contact use a contact edit contact details delete a contact review using the word processor review using the web review using a search engine

March 12



Your Success is Our Priority

Canning College

Computing

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