

# Newcastle Computer Training

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## Course Information

### BASIC COMPUTING COURSES

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*Cost: 90 per hour or 540 for standard 6-hour course*

#### Refresher Courses

Refresher courses are suitable for participants with sufficient computing skills looking to sharpen their knowledge of the latest software. These programs are flexible in terms of hours and required content.

#### Standard Basic Computing Course – 6 hours

##### Description

Basic Computing is tailored for beginners with little to no computing experience, making it ideal for job seekers looking to enhance their skills for re-entering the workforce.

Participants will benefit from personalized, one-on-one, face-to-face training.

##### Aims and Objectives

- ◆ Operate a computer in the Windows environment.
- ◆ Provide essential skills for accessing employment opportunities.
- ◆ Increase confidence using a computer.

##### Components

###### Windows Operations

This is designed to help participants become more comfortable with the Windows interface and enhance proficiency in managing files. It covers how to effectively use the Start menu, locate files, applications, or settings with ease, and gain familiarity with commonly used software. Participants will also learn useful techniques for organizing and sorting files efficiently and discover how to adjust files display views in windows.

###### Email | Internet

- ◆ Understand the email process
- ◆ Compose, reply to emails
- ◆ Manage Inbox
- ◆ Apply criteria for email searches
- ◆ Send and manage attachments.
- ◆ Use a web browser to search for jobs and related information.

###### Keyboard | Editing documents

This component will familiarize participants with the keyboard characters, command keys and will focus on editing a resume or cover letter.

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### ADD-ONS FOR EXTENDED COURSES

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#### Word Overview - 2 hours

A two-hour Microsoft Word course, with practical examples, could provide a solid foundation for beginners, or even a quick refresher for experienced users looking to sharpen their skills. Key areas include:

**Navigating the Interface:** Understanding the Ribbon, toolbar, and basic layout of Word.

**Creating and Saving Documents:** How to start a new document, save it, and retrieve it later.

**Formatting Text:** Applying font styles, sizes, colours, bold, italics, and underlining, as well as paragraph alignment and line spacing.

**Working with Lists:** Creating and formatting tables, bullet points, and numbered lists.

**Basic Editing Tools:** Using cut, copy, paste, undo, and redo, along with the spell check and grammar tools.

**Page Setup:** Adjusting margins, orientation, and page sizes to prepare for printing.

**Shortcuts and Productivity Tips:** Learning keyboard shortcuts and handy tricks to work more efficiently.

#### Excel Overview – 2 hours

A two-hour Excel course for beginners, with practical examples, could cover foundational topics to help them get started with confidence. This structure provides a comprehensive introduction while remaining manageable for beginners. Key areas include:

**Introduction to Excel:** Understanding the Ribbon, toolbar, and spreadsheet layout, navigation, creating, opening and saving files.

**Basic Data Entry and Formatting:** Entering and editing data in cells, formatting text, numbers, and dates, adjusting column width and row height, applying borders.

**Formulas and Functions:** Introduction to formulas using operators, basic functions SUM, AVERAGE, MAX, MIN.

**Sorting and Filtering Data:** Sorting data (e.g., ascending/descending order), applying filters to find specific data.

#### Outlook for Desktop Overview – 2 hours

A two-hour Outlook for Desktop course can be a comprehensive session covering essential features and tools to help users master the platform. Key areas include:

**Introduction:** Overview of Outlook and its benefits. Brief explanation of the interface: Ribbon, Navigation Pane, Reading Pane.

**Email Management:** Composing, formatting, and sending emails, organizing emails: folders, and flags, searching for emails.

**Calendar Management:** Creating and managing appointments, meetings, and events, setting reminders and recurring events.

**Contacts and Tasks:** Adding, editing, and organizing contacts, quickly adding contacts from emails.