

BSCL - Learning Path for Computer Novice

| Prerequisites | Computer Basics | File Management | Outlook Basics | Word Basics | Excel Basics | |
|-------------------------|---|--|--|--|---|--|
| No Prerequisites | Basic Computer Knowledge (1.0 day) | | | | | |
| | Understand what makes up a computer. Hardware/Software/Operating systems Storage on the computer Using the Mouse | Working in the Windows Environment Manage Files and Folders Printing Documents | | | | |
| | Computer Basics (1.0 day) | | | | | |
| | Understand what makes up a computer Hardware/Software/Operating systems Storage on the computer Using the mouse | Working in the Windows environment Managing files and folders Printing Documents | Send and receive messages Reply and forward messages Working with attachments Printing messages | Create and save documents Navigate in documents Format text, align paragraphs Print documents | | |
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| | | | | Productivity Fundamentals (1.0 day) | | |
| | | | Send, receive, reply and forward messages Working with attachments Creating appointments | Managing documents on screen Formatting text and paragraphs Using Cut, Copy and Paste Printing documents | Managing worksheets on screen Formatting cells Using simple formulas Using quick charts Printing worksheets | |
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| | | | | Office Basics (0.5 day) | | |
| | | | | Working with the ribbon Working with Word and Excel files: Creating new files, viewing, saving, copying, printing Creating pdf files and emailing from Word and Excel | | |

Proceed to Application Training