



## BLITZ BRIDGING (to ITQ2) COURSE TOPICS

[Course Duration: 10 Sessions @ 2.25 hrs per session]

### **The 4 Key Topics:**

- 1. File Management [Win7 Pro]**
- 2. Word Processing [Word 2010]**
- 3. Spreadsheets / Graphs and Charts [Excel 2010]**
- 4. Presentations [PowerPoint 2010]**

### **1. File Management (Win7 Pro)**

- My Documents \ Windows Explorer\ Shortcuts
- Features of Windows Explorer
- Creating, deleting, renaming Folders and Files
- Best practises
- Backups

### **2. Microsoft Office 2010**

- Margins / Heading Formats
- Menu's
- Heading, Footers / Highlighting
- Line Spacing and Alignments
- Tables
- Proofing
- Saving and Printing

### **3. Microsoft Excel 2010**

- Getting Started
- Editing and Manipulating Spreadsheets
- Using Spreadsheet Display features
- Graphs and Charts

### **4. Microsoft PowerPoint 2010**

- Menu bar and Features
- Creating Presentations
- Inserting graphics and charts