



BLITZ IT IMPROVERS COURSE TOPICS

[Course Duration: 6 sessions @ 2.25 hours each]

The 6 Key Topics:

1. **Word and Keyboard Layout**
2. **Introduction to File Management**
3. **Word 2010 Intermediate Formatting**
4. **Email**
5. **Internet Security**
6. **Introduction to Spreadsheets**

1. Microsoft Word 2010, Mouse and Keyboard Layout

- Recap from the Beginners Class

2. Introduction to File Management [Win 7 Pro]

- What is File Management?
- “My Documents”
- Creating Folders and Sub-Folders
- Saving to a particular location

3. Microsoft Word 2010 Intermediate Formatting

- Recap of basic formatting (Font type – Font Size – Font Colour – Bold – Italic – Underline – Alignments)
- Bullet and Numbering and how to customise
- Page and Paragraph Borders
- Saving to appropriate folder
- Copying images from the Internet to Word and creating posters, ads, etc

4. Google Mail

- Introduction to emails
- Creating an Email Account
- Open, compose, send and receive emails
- What are Attachments and how to create, open and send
- Email Signatures

5. Online Shopping Security

- How to stay SAFE when shopping

6. Introduction to Microsoft Excel 2010

- What are Spreadsheets for?
- How to add and multiply