

Practical Computer Activities

Activities suitable for senior learners and adult education. These activities are all done directly on the computer. Different sets are available. Each set consists of 10 exercises. Buy it once-off and make copies for the learners.

Per Any Set	All Sets
R250	R2000

- 1. Windows Basics**
 - Change background and screensaver
 - Create desktop shortcut
 - Create, rename, delete folders
 - Move and copy files and folders
 - Find files
 - Zip and Unzip (WinZip, WinRaR)
 - Burn a CD (Windows, Nero)
 - Copy folders from CD to Hard Drive
 - Windows Media Player
 - Mute/Unmute and change volume
- 2. Internet and E-mail Basics**
 - Go to web pages
 - Save web pages and page elements
 - Change Home Page
 - Add to Favourites/Bookmarks
 - Write, send and open an e-mail
 - Add, open and save attachments
 - Add signature
 - Create an e-mail account
 - Create e-mail stationery
 - Create hotmail/webmail/yahoo account
- 3. Word Processing Basics**
 - Type text, save and open documents
 - Spell Checking and Grammar, switching off spell checking and grammar
 - Formatting: Bold, Italics, Underline, alignment
 - Formatting: Change font type, size and colour, Highlighting
 - Cut, copy and paste text
 - Insert, resize, move clipart, change text wrapping
 - Page Margins
 - Header and Footers, Page numbers, format Page Numbers
 - Templates: create, open and edit
 - Bullets and numbering
- 4. Spreadsheet Basics**
 - Enter data: text, labels
 - Format fonts: font type, colour, size, center
 - Autofill and copy
 - Basic Operations (+, -, /, *)
 - Formulas: SUM, AVERAGE, MIN, MAX
 - Sorting Data
 - Basic Charts
 - Hide/ Unhide, resize columns, borders
 - Sheets: Insert, Delete, Rename
 - Integration: spreadsheets and word processing
- 5. Web Design Basics**

With FrontPage/Dreamweaver. etc

 - Create a home page and other pages
 - Bookmarks and Hyperlinks on the same page, E-mail links
 - Hyperlink pages, create hyperlinks and hot spots
 - Insert images
 - Text Colours, Page background
 - Tables
 - Forms
 - Frames

HTML

 - Create text, font colour
 - Insert Images
- 6. Presentation Basics**
 - Insert different slides
 - Fonts, master slides
 - Graphs and charts
 - Tables
 - Drawing, clipart and photos
 - Animation and slide transition
 - Sound and movies
 - Set up show settings
 - Hyperlinks and action buttons
 - Transfer presentation with images, movies and sounds to CD
- 7. Database Basics**
 - Create a simple database
 - Add, delete and update records
 - Create tables and table relationships
 - Input Masks
 - Lookup fields
 - Create and modify forms
 - Queries: select query, add criteria, add calculated field
 - Find data with filters
 - Create basic reports
 - Add calculated fields to a report, adjust width, format reports
- 8. Advanced Word Processing**
 - Mail Merge and Merge Queries
 - Electronic Forms
 - Macros
 - Integration with spreadsheet/database/presentation
 - Styles
 - Customizing Toolbars
 - Advanced Tables
 - Sorting and Calculating
 - Work with large documents
 - Indexes, Table of contents, etc.
- 9. Intermediate / Advanced Spreadsheets**
 - Work with ranges (naming ranges, create a range name table, delete a range name, use ranges)
 - IF (create IF functions, copy IF function, Nesting IF functions)
 - Data Protection (protect cells, selective protection, unprotecting)
 - Macros (record macros, use macros, assign macros to buttons)
 - Lookup Tables
 - Conditional Formatting and data validation
 - Consolidate data, view consolidated data, link cells
 - PivotTables (reports, auto formats, automatic sub functions and PivotTable report on external data sources)
 - Charts: non adjacent data, modify embedded charts/items, add a trendline
 - Multiple worksheets: (Functions/formulaes across worksheets, 3-D range Names)
- 10. Database Advanced**
 - Macros: create, attach to command buttons
 - Macros: require data entry, display message box
 - Reports: subreports, blank reports (do not print), charts in reports
 - Data access pages: create, edit and group records
 - PivotTables and PivotCharts
 - Import and export data (other database, spreadsheet)
 - VBA: create standard module, code, call a procedure from a form
 - Create, modify a switchboard, startup options
 - Database passwords, encoding and decoding a database
 - Create and package a database application

