Basic Computer Skills
Course Outline

For the

MRASA

Organised by the

Knowledge Co-op

With students from the

University of Cape Town

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Basic Computer Skills

This is a breakdown of what the students were taught in each lesson. The course took place over a period of 12 weeks, and some lessons were taught over multiple weeks. The lessons were chosen by the tutors as things that we thought the students should know, and as we went along we had to adapt it in order to fit the needs of the students. Examples of this are the typing lessons and taking them to the UCT open day - which we thought was a good way for them to expand their horizons and goals. Towards the end of the course, we also allowed them to make suggestions on what they want to learn and what could be useful for them. This was when the 'Creating a CV' lesson was added.

Course Outline:

Week 1 & 2: Introduction to Computer Basics and Microsoft Word

Week 2: Microsoft PowerPoint

Week 3 & 4: Typing lessons

Week 5: Internet Safety

Week 6: Using Google

Week 7 & 8: Creating a website using html

Week 9: UCT open day

Week 10: Creating a website with Wix

Week 11: Microsoft Excel

Week 12: Creating a CV

Lesson Breakdown:

Introduction to Computer Basics

- Teach students each part of the computer (e.g mouse, keyboard, etc.)
- Teach students how to switch on a computer, use the search bar, the start button, how to open apps.
- Teach students how to use the mouse (right clicks, scrolling, etc.)

Microsoft Word

- How to save a document in a particular folder
- How to create a table of contents
- How to insert an image and crop it
- How to highlight text, change text size, colour and font
- How to add a watermark and page borders
- How to edit the margins of a document
- How to change the orientation and size of the document
- How to insert page breaks, indents and adjust spacing.
- How to insert a caption and reference for figures, tables and equations.
- How to use tables and edit them (merging cells etc.)
- How to number pages.
- How to make suggestions and comments.
- How to insert equations, charts, text boxes, shapes, 3D charts and tables
- How to add a screenshot as an image and paste and crop it.
- How to use shape fill.

Microsoft PowerPoint

- How to select appropriate template
- How to add a new slide
- How to save the presentation in a particular folder
- How to insert an image and crop it
- How to highlight text, change text size, colour and font
- How to insert equations, charts, text boxes, shapes, 3D charts and tables
- How to add a screenshot as an image and paste and crop it.
- How to use shape fill.
- How to add transitions, transition sound and duration.
- How to add animations, start, duration and delay.
- How to record a slide show
- How to add voice recordings

Typing lessons

This was taught because the students struggled with typing and this was making the lessons harder to teach because time was lost on slow typing.
- How to type
- How to improve typing skills with typing exercises

Internet Safety

- Explain what a firewall is
- How to stay safe online

Using Google

- Creating a gmail account
- How to use Google Drive - add files and folders.
- How to use Google Docs - how to share a document and edit together.

Creating a website using html

- Some theory on how html works
- How to create and save the Notepad file as .html
- How to add a header, title, body, paragraph and footer.
- How to insert an image and size it.
- How to insert text.
- How to adjust font size, colour, etc. using styles.
- How to add links
- How to add a copyright sign.
- How to create a menu
- How to do multiple web pages

UCT Open Day

- Took students to the UCT open day.

Creating a website using Wix

- How to create a wix account
- How to choose a template, and edit layout
- How to set up products on Wix
- How to add a blog using Wix
- How to add other Wix functionalities
- How to publish the website

Microsoft Excel

- How to save an excel document in a particular folder.
- How to insert equations, charts, text boxes, shapes, 3D charts and tables.
- How to insert an image and crop it.
- How to highlight text, change text size, colour and font.
- How to add a screenshot as an image and paste and crop it.
- How to change number type (percentage, currency, etc)
- How to merge and centre cells.
- How to create formulas and make calculations using excel
- How to filter and sort data in a table

Creating a CV

- How to use a template to create a CV .
- What the necessities of a CV are.
- How to market themselves in a CV in a professional way.

The tutors who take over will have to ask who is new in the class and cater to their needs as much as possible. Not all students were present in each lesson and therefore there might be some skills they were not taught.