Computer Course(Basic) – (CC(B))

For Whom

The course would be appropriate for individuals who want to learn the basics of computers & Microsoft Office

Entry Requirement

Able to comprehend English

Course Overview

At the end of the course, participants will have an understanding of the basic concepts and skills relating to use of computers, Microsoft Office Excel , Microsoft Office Word & Microsoft Office PowerPoint

Course Duration

4 hours including 15 mins assessment.

☎ +65 6297 8417
✆ +65 9381 3608
✉ training@eversafe.com.sg
🌐 www.eversafe.edu.sg

SOP-17-F-09 (CC(B)) Course Brochure,
Ver 1.00 Rev 00, 01 July 2023

Computer Course(Basic) – (CC(B))

Course Content

- Computer Basics
- Introduction to operating system
- Using the Internet
- Email basics
- Introduction to Microsoft Excel
  - Overview of the User Interface
  - .Basic Workbook Skills
  - Moving Around and Making Selections
  - Editing Worksheets
  - Modifying a Worksheet
  - Formatting Worksheets
  - Formulas and Calculations
- Introduction to Microsoft Word
  - Overview of the User Interface
  - Creating Documents
  - Saving and Closing the Documents
  - Opening an existing Documents
  - Editing Documents
  - Formatting Documents
  - Inserting Graphics
  - Bullets and Numbering
  - Checking Spelling and Grammar
  - Previewing and Printing Documents
  - Getting Help
- Introduction to Microsoft PowerPoint
  - PowerPoint Basics
  - Building New Presentations
  - Formatting and Proofing
  - Using Drawing Tools
  - Working with WordArt and ClipArt
  - Using Tables and Charts
  - Enhancing Presentations
  - Delivering Presentation

Medium of Instruction

English

Teaching Methodology

- Face to Face class room teaching
- On line webinar class

Key Person In-charge

Monish V (Administrative Manager)

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Class Size

Maximum class size: 20

Assessment Advice:

Pass Criteria is 60%. Only practical assessment.

Funding & Claims:

UTAP Available

Course Fee Inclusive of GST

S$ 272.50

Certification

- Based on the successful completion of the course and assessment, a certificate of achievement endorsed by Eversafe Academy Pte. Ltd. will be awarded to the trainee.
- E-cert available

Course Venue

- 2 Kampong Kapor Rd, Little India, Singapore 208674
- 3 Soon Lee Street, #04-14/16&17, Pioneer Junction, Singapore-627606
- 2, Joo Koon Road, Singapore-628966

Renewal Points for professionals

SDU Points: NA

Registration Venue

No. 2, Kampong Kapor Road, Little India, Near Jalan Besar, MRT Station Exit B, Singapore - 208674
No. 3, Soon Lee Street, #04-14/16 & 17, Pioneer Junction, Singapore - 627606.
No. 2, Joo Koon Road, Singapore - 628966.
No. 2, Wan Lee Road, Singapore - 627934.

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