



## 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

21 hours including 1.5 hrs of assessment.

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## 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

Mr. Monish V (General Manager – Corporate Support Division)

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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

## Renewal Points for professionals

SDU Points: NA

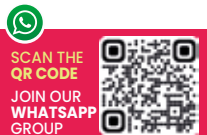
## Registration Venue

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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