

ICT Fundamentals Course

Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7
Introduction	Files & Folders	Drawing	Word Processing	Spreadsheets	Presentations	Web Browsing & Email
1.1 Computers in Everyday Life	2.1 Starting the Computer	3.1 Open programme	4.1 Open programme	5.1 Open programme	6.1 Open programme	7.1 Open web browser
1.2 Hardware	2.2 Using the Mouse	3.2 New picture (blank canvas)	4.2 The Document	5.2 The Spreadsheet	6.2 The Presentation	7.2 Entering URL
1.3 Software	2.3 Using the Keyboard	3.3 Load	4.3 Text	5.3 Data	6.3 Slides	7.3 Accessing web pages
1.4 Basic PC parts	2.4 Recognising icons	3.4 Drawing Tools	4.4 Tables	5.4 Formulas	6.4 Animation	7.4 Search engines
1.5 Input devices	2.5 Opening / Exiting programmes	3.5 Text	4.5 Graphics	5.5 Graphics	6.5 Graphics	7.5 Navigation
1.6 Output devices	2.6 Working with a Window	3.6 Save	4.6 Text Boxes	5.6 Text Boxes	6.6 Text Boxes	7.6 Bookmark / Add to Favourites
1.7 Storage devices	2.7 Working with files and folders	3.7 Print	4.7 WordArt	5.7 WordArt	6.7 WordArt	7.7 Copy / Paste Information
1.8 PC safety	2.8 File types	3.8 Exit	4.8 Save	5.8 Save	6.8 Save	7.8 Save
	2.9 Storing Data		4.9 Print Preview	5.9 Print Preview	6.9 Print Preview	7.9 Print Preview
			4.10 Print	5.10 Print	6.10 Print	7.10 Print
			4.11 Exit	5.11 Exit	6.11 Exit	7.11 Exit Web Browser
						7.12 Using email
						7.13 Organising Mail
						7.14 Reading Mail
						7.15 Composing Mail
						7.16 Replying
						7.17 Forwarding
						7.18 Attachments
						7.19 Print
						7.20 Logout

