D.T.I.
Direct Training Ireland

Information Technology
Skills
1 Day Course
9:30am – 4:30pm

Course Aims & Objectives

This one day course is designed to provide participants with an understanding of the computer and its environment. It covers basic terminology associated with computer hardware and software. It provides practical experience in Excel data entry skills, word processing, file management and the use of Outlook.

Who Should Attend?

This course is designed for anyone who is new to IT or who wishes to learn the fundamental skills needed to perform the basic tasks associated with the computer.

Course Outline

The course content will include the items listed below.

Information Technology

- Participants will gain a knowledge of the terminology or IT and be able to identify the parts of a computer as well as understand the uses of IT within business and society.

Excel Basics

- Participants will be able to open and navigate an Excel spreadsheet. They will learn how to ender, edit and delate data and how to create basic formulas.

Word Processing

- Upon completion the participants will have a working knowledge of Microsoft Word and be able to prepare, edit, format and print documents.

Introduction to Outlook

- Participants will gain a fundamental knowledge of how to use Microsoft Outlook to send, receive and reply to emails. They will also learn how to set up a meeting or appointment..

File Management

- This section gives participants a thorough knowledge of how files are stored on a computer and network and encourages best practice in file management within folder structures.

Notes and exercise files will be provided on CD or via Dropbox. Ongoing email support is offered.