

Advanced Computing Skills

DESCRIPTION:

This training complements the basic computer proficiency program that covers the elementary aspects of using a computer. This in-depth training covers more detailed areas of word processors, use of spreadsheets, computer maintenance and general computer tips and tricks to develop the staff to be better prepared and more resourceful in the work environment.

OUTLINE:

Using Microsoft Word

In addition to the M.S. Word contents of the Computer Proficiency (COPIT15) training program, the person has the skills to

- Work with advanced styles and AutoFormat features, linking styles.
- Use graphic effects such as dropped capital letters and clip art, insert WordArt, and draw in a document.
- Work with very large documents that require a table of contents, table of figures, footnotes, endnotes, and cross- references.
- Manage and track document changes, using highlights and comments.
- Insert multimedia elements in a Web Page.
- Use page break option
- Manage Macro commands, create dialogue boxes, and understand the notions of Visual Basic Application programming.

Using Microsoft Excel

In addition to the M.S. Excel contents of the Computer Proficiency (COPIT15) training program, the person has the skills to

- Customize the work area, work with Pivot Tables and advanced functions and formula

Using Microsoft PowerPoint

In addition to the M.S. PowerPoint contents of the Computer Proficiency (COPIT15) training program, the person has the skills to

- Import layouts and edit, and animate smart art objects
- Contemporary methods to designing a PowerPoint presentation

Basics of Troubleshooting

- Hardware and hardware issues
- Printer connections
- Trouble shooting a computer
- Trouble shooting internet issues

Tips and Tricks

- Easy tips and tricks (and not restricted to the following)
- Mailmerge, Google Docs (Yet another mail merge), Mailing options, Google Search Options, New browser, new tab and closing tabs, Short cut keys



TRAINING CODE:

ACSIT15

DURATION:

15 hours

MODE OF DELIVERY

- presentations
- group discussions
- practical exercises
- self-assessing exercises

DESIGNED FOR:

This training is ideal for administrative staff who are new on computers and need to learn the basic usage of computers.

- Level 2
- Level 3
- Level 4

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