



Department of Computing Sciences: Short Courses

IMPORTANT: It is in the best interest of all users attending training that they check the course prerequisites carefully and not attend training they are not ready for. This is to ensure that users gain the most benefit from attending the course as on each course, working knowledge of the prerequisites is taken for granted.

Introduction to Computers - Windows 10 & Office 2013

Overview

In this one-day course, you will be introduced to the basics of computer hardware, the Windows environment, email and the Internet. You will also learn to manage files and folders in File Explorer. The course is aimed at beginners with little to no experience with computers. It is highly recommended that new users attend this course before attending any of the application courses.

Duration

1 day

Pre-requisites

As this course is aimed at users with little to no experience with computers, there are no prerequisites

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What Will You Learn

- Log on, Use a Mouse & Keyboard
- Explore Windows – The Start screen and the Desktop
- Start & Close Programs
- Sizing and Moving Windows
- Use Tabs, Ribbons, Dialog Boxes and Scroll Bars
- Cut, Copy & Paste commands
- Basic concepts of Microsoft Word
- Create, Save, Open and Close documents
- Edit documents and basic formatting
- Email and Contacts
- Internet basics
- Search Engines on the Internet
- Use File Explorer
- Create Folders
- Move, Copy, Rename and Delete Files & Folders
- Understand the Recycle Bin
- Search for Files

Introduction to Microsoft Word 2013

Overview

This one-day course helps you to develop the skills necessary to create simple documents using Microsoft Word 2013. It is recommended that all new Word users and experienced Word users with no formal training on the package attend this course. It is strongly recommended that users who are new to computers in general attend the Introduction to Computers course as detailed above, before attending this training.

Duration

1 day

Pre-requisites

A basic knowledge of computers such as the skills gained by attending the Introduction to Computers course is essential.

Users should be comfortable in the Windows environment, have a reasonable knowledge of keyboard and mouse use and know how to copy, save and open files in different folders.

What Will You Learn

- Create new documents
- Save and retrieve documents
- Move around the Word window
- Enter, edit and format text
- Use Word Themes
- Work with Styles
- Spell & grammar check a document
- Use the Thesaurus
- Create simple tables
- Format tables
- Insert pictures
- Work with SmartArt Graphics
- Print documents
- Use the Word Help system

Intermediate Microsoft Word 2013

Overview

This course builds on your existing skills so that you become more effective in using Word. The focus is the use of features that make it easy to work with long, complex documents, such as templates and styles, table of contents, varying page layouts and document sections. This course will be of particular benefit to those needing to type longer documents, particularly academic papers and business reports.

Duration

1 day

Pre-requisites

Users must be comfortable working in Word. The ability to create and save Word documents is essential and a working knowledge of the skills covered on the Word Introduction course such as formatting and editing text, is strongly recommended as this course assumes knowledge of the beginning level features.

What Will You Learn

- Use templates and styles for efficient formatting
- Use section breaks
- Set up page layouts and columns
- Work with page formatting
- Insert headers, footers and page numbering
- Format graphics in a document
- Use WordArt, Drop Caps & symbols
- More advanced Table features & formatting
- Tabs
- Generate automatic tables of contents
- Insert references such as footnotes and endnotes
- Add Comments
- Track changes
- Using Mail Merge

Introduction to Microsoft Excel 2013

Overview

This course shows you how to create workbooks, enter and edit data and perform simple calculations. All users unfamiliar with creating formulas and using functions to perform calculations must attend this course before attending the Intermediate Excel course. It is strongly recommended that users who are new to computers in general attend the Introduction to Computers course as detailed above, before attending this training.

Duration

1 day

Pre-requisites

A basic knowledge of computers such as the skills gained by attending the Introduction to Computers course is essential.

Users should be comfortable in the Windows environment, have a reasonable knowledge of keyboard and mouse use and know how to copy, save and open files in different folders.

What Will You Learn

- Use the Excel environment
- Save and retrieve files
- Enter, edit and delete data
- Select ranges
- Create, copy and move formulas
- Use Relative referencing
- Use functions
- Use Absolute Referencing
- Format text and numbers
- Adjust column widths and row heights
- Apply borders and shading
- Hide and unhide columns and rows
- Use Excel Tables
- Work with headers and footers
- Set page layout options
- Plan a chart
- Create a chart
- Move and resize a chart
- Format a chart

Intermediate Microsoft Excel 2013

Overview

This course builds on your existing skills to increase your knowledge of Excel functionality and help you become more effective in your use of workbooks. It should be noted that basic calculations using formulas and functions are covered on the Introduction course and users must be familiar with these before attending this training.

Duration

1 day

Pre-requisites

Users must be comfortable working in Excel. The ability to create and save Excel workbooks is essential and a working knowledge of the skills covered on the Excel Introduction course is strongly recommended. A good understanding of working with formulas and functions as well as relative and absolute addressing is essential.

What Will You Learn

- Named ranges
- Freezing windows and splitting panes
- More advanced functions - ISNA
- Logical functions including, AND, OR, IF
- Lookup functions - VLOOKUP
- Multiple worksheets and 3-D referencing
- Sort and filter data
- Creating and modifying charts

Introduction to Microsoft PowerPoint 2013 – Creating powerful presentations

Overview

You will learn to create effective presentations using PowerPoint. It is strongly recommended that users who are new to computers in general attend the Introduction to Computers course as detailed above, before attending this training.

Duration

1 day

Pre-requisites

A basic knowledge of computers such as the skills gained by attending the Introduction to Computers course is essential.

Users should be comfortable in the Windows environment, have a reasonable knowledge of keyboard and mouse use and know how to copy, save and open files in different folders

What Will You Learn

- Create a presentation
- Use Themes
- Add slides using different layouts
- Work with views
- Edit and format text
- Copy, move and delete slides
- Insert and manipulate pictures
- Use tables
- Use shapes
- Create and modify charts
- Use SmartArt Graphics
- Slide masters and custom layouts
- Enhanced handouts and speaker notes
- Print slides, handouts and notes pages
- Apply transition and animation effects to a presentation
- Customising animation effects
- Adding audio and video content
- Inserting hyperlinks and equations
- Capturing screen shots and screen clippings

Introduction to Web Design – Understanding HTML and CSS

Overview

In this course you will learn current best practices for creating web pages. The pages are built using HTML tags, and formatted with external style sheets (CSS).

Duration

2 days

Pre-requisites

A reasonable understanding of computers and file management as well as a sound knowledge of and experience with working in MS Word is vital. The ability to use other MS Office programs would also be advantageous.

What Will You Learn

- Understand HTML page structure
- Use the HTML tags
- Create hyperlinks between pages, on the same page, to email and to other web sites
- Add text and images to web pages
- Create list structures
- Format pages using external style sheets
- Use a range of style properties
- Use style sheets to create dynamic navigation menus
- Effective page layout techniques
- Using HTML 5
- Using pseudo-classes
- Create and modify tables for tabular data

Advanced Web Design

Overview

This course follows a user-centred planning process and applies effective design principles and guidelines that will help you to maximise the opportunities and minimise the problems that come with designing for the interactive technology of the web.

Duration

2 days

Pre-requisites

Users must be able to create simple web pages using HTML and external style sheets. A thorough knowledge of the skills covered on the Introduction to Web Design course is essential.

What Will You Learn

- User-centred design process
- Principles of information, interaction and presentation design for the web
- Flexible design methods
- Effective page layout techniques
- Dynamic effects using style sheets

Introduction to Microsoft Access 2013

Overview

In this course you will learn to create a database application that allows users to enter, store and organise a collection of information. This is a hands-on course, where you will learn the concepts through practical examples. It should be noted that this course concentrates specifically on the theory and practice of designing and implementing a well-designed, effective database in Access.

Duration

2 days

Pre-requisites

A basic understanding of computers and knowledge of MS Word. An understanding of working with formulas and functions in MS Excel is strongly recommended.

This course is aimed at users who will be responsible for designing and changing the design of Access databases. It is not necessary for data capturers to attend this course.

What Will You Learn

- Database concepts and terminology
- Database planning and design
- Create tables
- Data types and Field Properties
- Defining Relationships between tables
- Primary keys and referential integrity
- Modifying a table
- Entering data
- Finding and editing records
- Filtering and sorting records
- Create and use select queries
- Create and use forms
- Work with Form design
- Create and use reports
- Work with Report design
- Print data from different views

Intermediate Microsoft Access 2013

Overview

This hands-on course is designed to build on a basic knowledge of the product and teach you how to perform many typical database operations and solve problems. You will learn how to build action queries that update the database, parameter queries, queries with calculations, forms and reports that require multiple tables and sub-forms/sub-reports. Most importantly, database design concepts will be used throughout. Exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.

Duration

2 days

Pre-requisites

This course takes a thorough understanding of all concepts covered on the Introduction to Access course for granted. To benefit fully from attending this training, users need to be proficient in the basic Access database design skills such as the ability to create tables, queries, forms and reports; set field and control properties; define relationships; work with referential integrity and modify the design of tables, queries, forms and reports.

It is not recommended that users attend this training directly after attending the Beginning access course. They will benefit more if they have had a chance to gain more practical, work-related experience using the beginning level features.

What Will You Learn

- General Table Design
- More Field Properties
- Relationship Types
- Using Lookups for Referential Integrity
- Simple Query Syntax
- Viewing The SQL Syntax of a Query
- Joining Tables in a Query
- Adding a Calculated Field to a Query
- Calculating Summary Information
- Parameter Queries
- Action Queries (Update, Delete, Make Table, Append and Crosstab)
- Query Properties
- Importing Data from another Data Source (Text and spreadsheet)
- To Import an Object from Another Access Database
- Exporting Data to another Data Source (Text and spreadsheet)
- Form Sections
- Combo and List Boxes
- Control Properties
- Calculated fields on forms
- Subforms
- Working with Switchboards
- Report Sections
- Calculated fields in Reports
- Summary Calculations in Reports