TECHNICAL
EDUCATION
ACADEMY

School of Computer Science

COURSE PROGRAMME

000227

ITES001 - Application Essentials

Develop essential skills to use workplace applications effectively.



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Course overview

Foundation level

Why take this course

Develop essential skills to use workplace applications effectively. The Application Essentials module covers the main concepts and skills needed to start using common office productivity applications — documents, spreadsheets, and presentations — effectively.

Creating a document, updating financial data, presenting some key information to colleagues or customers — these are day-to-day tasks in many job roles. To carry out these tasks effectively, you need to have a solid basis of skills in using the key technologies that support them.

Successful candidates will be able to use computer applications effectively. After passing this module, candidates will feel confident using important office productivity applications, to perform everyday workplace tasks.

Who it is for and how it helps

This module is suitable for a wide range of candidates who want to be able to use Document, spreadsheet and presentation applications effectively. These skills are essential not only to carry out specific tasks but also as a starting point for developing more in-depth competences in using these important office productivity applications, which are now ubiquitous in workplaces globally.

What you will learn

- Understand the purpose of different common office productivity applications and carry out common tasks
- Work with text in a document, insert and edit objects and tables, and prepare and print outputs
- Work with numbers and text in a spreadsheet, manipulate spreadsheet data, use formulas, insert charts, and prepare and print outputs
- Build a presentation, insert, and format text in slides, insert and edit objects and effects, and create outputs including a slideshow

Curriculum

Modules 01–04

01 Office productivity applications

- Overview
- Common tasks

02 Word processing

- Getting started
- Formatting and alignment
- Objects
- Outputs

03 Spreadsheets

- Getting started
- Formatting
- Managing worksheets
- Formulas
- Charts
- Outputs

04 Presentation

- Getting started
- Text and formatting
- Objects and effects
- Outputs

Pre-course requirements

- Understanding basic computer skills

Participation and contacts

Joining the programme

Contact the Academy and quote course code 000227 to confirm dates, delivery format, prices and enrolment terms.

Training for your team

Tell us your business goals, the roles and number of participants, and your preferred dates and location. This will help us discuss the right training option.

Preparing for the programme

Read the pre-course requirements in this programme before enrolling.

Discuss your training needs

mail@tecedu.org
www.tecedu.academy

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