

Basic IT Enabling Skills (BITES) (Win 98, Word 97, Internet Explorer 5, Outlook 98



Ref No: DD152

Course Aims

The Basic IT Enabling Skills (BITES) for Older Workers programme provides some individuals with the opportunity to undertake training in Information Technology (IT). Training will provide participants with a set of competencies which are basic in the workplace, and help them participate more effectively in the information economy.

Objectives

Training consists of three specific competency units from the Certificate I from the IT Training Package:

- ICAITU128A - Operate a personal computer;
- ICAITU129A - Operate a word processing application; and
- ICAITU133A - Send and retrieve information over the Internet using browsers and email.

Number of Pages

285

Audience

The course is aimed at those participants who have no previous experience or training in the IT environment, to help overcome barriers to employment.

Prerequisites

It is assumed that participants have a basic knowledge of using a mouse and keyboard.

Course Length

In a training environment this course is suitable for Two days. In a school environment this manual contains the content and structure for approximately 20 lessons.

Course Structure

The course contains instructor lead exercises as well as examples completed at the students' own pace.

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Windows 98

Learning Outcomes

What is Windows 98?

Starting Windows 98
The Welcome Screen

The Desktop

Desktop Icons

The Taskbar

Window Buttons

Saving a File

Files and Folders

Files

Folders

Naming a Folder

Opening a Folder

Moving Files between

Folders

Renaming a Folder

Renaming a File

Copying Folders

Pasting the Folder

Moving and Sizing Folder

Deleting Files and Folders

The Recycle Bin

Restoring a File

Deleting Shortcuts and Tips

Emptying the Recycle Bin

Files and Folders

Exercise

The Control Panel

Date/Time

Display

Background

Screen Saver

Appearance

What's This?

Desktop Themes

Removing Theme Elements

Regional Settings

Printers

Setting a Default Printer

Printing a Document

Choosing a Printer

Viewing the Print Queue

Deleting a Print Job

Creating a Shortcut

Starting Find

Drag and Drop

Starting Paint

Windows Explorer

The Explorer Display

Viewing the Contents of
Folders

Copying a File Using
Explorer

Renaming a File

Viewing and Sorting the List

Creating a new Folder

Moving a File

Moving Multiple Files

Saving a File to a Folder

Opening a File

Quick View

Copying to a Floppy Disk

Deleting Files

Copying between Applications

Drawing a Logo

Starting WordPad

Selecting and Copying the
Logo

Resizing the Logo

Recycling the Logo

Word 97

Course Objectives

Introduction

Starting Word

The Screen

Creating a Letter

Inserting a Date

Typing the Letter

Saving a Document

File Properties

Editing Practice

Spell Check

Spelling Options

Deleting a Word

Checking the whole

Document

Starting the Speller

No Suggestions

Printing the Letter

Print Preview

Zoom

The Zoom Icon

Printing

Formatting Text

Selecting Text

The Keyboard

Character Formatting

Fonts and Font Sizes

Using Format, Font

Changing Case

Correcting Text as you
Type

Formatting Exercise

AutoCorrect

Using Predefined Entries

Creating an AutoCorrect

Entry

Skill Builder

Deleting AutoCorrect

Paragraph Formats

Alignments

Indents

Numbered Lists

Bullets

Bullet Type

Formatting Practice

Borders and Shading

The Tables and Borders

Toolbar

A Custom Border

Shading

Editing Text Blocks

The Clipboard

Copying Text

Moving Text

Copying and Moving by

Dragging

Editing Practice

On your Own

Tables

Inserting a Table

The Table Icon

The Completed Table

Centering the Heading

Formulas

Another Table

Formatting the Table

Changing Column Widths

Inserting Rows and

Columns

AutoFormat

Table Borders

Applying Shading

Deleting a Table

Automatic Formatting

Ordinals and Fractions

Automatic Formats

Automatic Bullets

Automatic Numbers

Turning off Automatic

Formats

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Help

Asking a Question

Displaying Topics

Document Formatting

Margins

Landscape Printing

Page Breaks

Headers and Footers

Typing a Header

Header Icons

Typing a Footer

Page Numbering

Symbols

Inserting Symbols

Pictures

Inserting a Picture

Merge Documents

The Main Document

Starting the Merge

Field Names

The Data Form

The Data Records

Typing the Main Document

Inserting the Fields

Performing the Merge

Revision One

Revision Two

Revision Three

Exiting from Word

Internet Explorer 5

What is the Internet?

Internet Explorer

The Explorer Screen

Internet Terminology

Typing a Web Address

Browsing from Page to

Page

The Standard Buttons in the toolbar

Addresses and Links

Exercise

Printing a Web Page

Printing Links and Linked

Documents

Restricted Sites

Typing an Incorrect

Address

Searching the Web

Starting the Search

Search Results

Search Exercise

Removing the Search

Results

Another Search

Using Fullscreen

Using a different search engine

A New Search

Using History

History Options

Starting Explorer - a

Shortcut

Favorites

Locating a Favorite Site

Creating a new Folder

Displaying a Favorites Site

Adding a Favorite - a

Shortcut

Deleting Favorites

Your Home Page

Changing your Home Page

Outlook 98 Starting

Outlook 98

The Outlook Bar

Outlook Today

Inbox

Calendar

Contacts

Tasks

Journal

Notes

Deleted Items

My Shortcuts

Using the Calendar

Viewing the Calendar

Changing Views

Day View

Work Week View

Week View

Month View

Adding an Appointment

Subject and Location

Appointment Times

Reminders

Time Status

Appointment Notes

Viewing the Appointment

Editing an Appointment

Previewing an Appointment

Printing an Appointment

Moving to the Next Month

Viewing the Appointments

Understanding the Time

Status

Day View

Editing an Appointment Time

Moving an entire

Appointment

The Date Navigator

Understanding the Date

Navigator

Choosing a Month

Week Numbers

Date Navigator Font

Viewing more Months

Setting an Appointment

Removing a Reminder

Deleting an Appointment

Moving to Folders

Viewing the Moved Item

Deleted Items Options

Emptying the Deleted Items

Folder

Recurring Appointments

Setting the Recurrence

Pattern

Setting the Recurrence

Range

Choosing an Existing

Location

Viewing Recurring

Appointments

Editing a Recurring

Appointment

Opening one Recurring

Appointment

Altering all Recurring

Appointments

Deleting a Recurring

Appointment

Week View

Switching to Week View

Adding a Private

Appointment

Events

Adding an Event

Viewing Event Details

Viewing Events in Day View

Two-Day Events

Overlapping Events

Converting an Event

Contacts

Adding a Contact

Creating a Contact

Phone Numbers

Choosing an Assistant

Number

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Changing Views
Phone List View
Adding a Contact in the
Phone List
Contacts Exercise
Meetings
Planning a Meeting
Inviting Others
Choosing the Meeting Time
Meeting Details

The Office Assistant

Search Results

The Tasks Folder

Adding a Task
Task Dates
Task Details
Task Reminder
Task Views
Adding Tasks in the
Detailed List

Notes

Creating a Note
Reading a Note
Note Color
Note Views
View Icons
Note Options
Deleting Notes

E-Mail

Viewing the Folder List

Creating a Message

Addressing a Message
High Importance
Viewing Sent Messages
Reading a Mail Message
Replying to a Message
Forwarding a Message
Printing a Mail Message

Mail Icons

Creating an Email Folder

Folder Contents
Folder Location
Moving Mail Messages

Stationery

Mail Attachments

Attaching a File
Saving an Attachment
Opening an Attachment
Finishing Up
Where to from here?