

**Dates**  
Jan 28-Feb 1, May 5-9,  
Oct 6-10 (Abuja)

**Course Ref**  
EE/IT/03

**Duration**  
1 Week

**Fee**  
NGN 59, 500

# BASIC COMPUTER SKILLS

## FOR SECRETARIES, ADMIN & SUPPORT STAFF

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This course aims to empower the few who still do not have a basic understanding (up to usage level) of the computer, its functionality and features, as well as how it could help streamline their business processes.

### LEARNING OBJECTIVES

- Learn the basics of Information technology
- Know the available IT solutions available and how they can aid your operations
- Get acquainted with a computer
- Understand the Basics of Microsoft Office Word, Excel and Power Point, and use the knowledge to prepare basic office documents, presentations and do basic excel oriented activities.

### COURSE CONTENT

#### 1. CONCEPT OF INFORMATION TECHNOLOGY

Getting Started: (Types of computers, Main parts of a Personal Computer, Computer Performance)  
Hardware  
Software  
Information Networks  
Use of IT in everyday lives.  
The Electronic World.

#### 2. USING THE COMPUTER

Getting Started: Introduction, first steps with the computer.  
The Desktop: Introduction, Working with ICONS, working with windows, identifying your computers properties, personalizing your desktop.  
Managing Files: Overview, copying, moving and deleting files and Folders, Backing up files and folders.  
Handling Viruses.  
Print management.

#### 3. WORD PROCESSING

Getting Started: First Steps with Word processing, Saving as another

file format, Adjusting Basic settings.

Main Operations: Introduction, inserting data, selecting data, copying, moving and deleting text, Find and replace.

Finishing a document: Styles and Pagination, Headers and footers.

Printing: Preparing outputs, spelling and grammar, printing.

Typing: getting up to speed with typing Typing tutor software usage.

#### 4. SPREADSHEETS

Getting Started: First steps with spreadsheets, adjusting basic settings, document exchange.

Basic Operations: Inserting data, selecting data, using the find tool, Rows and columns, sorting data

Worksheets: handling worksheets, copying, moving and deleting cells.

Printing: Preparing outputs, printing simple spreadsheets.

#### 5. PRESENTATIONS (3 Hrs)

Getting Started: First steps with presentation tools, Adjusting basic settings, saving as another file format.

Developing a presentation: Presentation views, installing master slides, copying, moving and deleting text, images and slides

Printing and distribution: Slide setup, printing and distribution.

### Sample Schedule

- 🕒 **Morning Session I**  
The first session of the day lasts two and half hours
- 🕒 **Tea Break**  
A 30-minute tea break for relaxation, tea and light snacks
- 🕒 **Morning Session II**  
The second session stretches into noon and only last one and half hours
- 🕒 **Lunch Break**
- 🕒 **Afternoon Session**  
The third and final session lasts two hours
- 🕒 **Group Activity**  
Participants interact in different group tasks

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