



Awarding
Great British
Qualifications

COMPUTER BASICS SHORT COURSE

Short Course
Specification



Modification History

Version	Date	Revision Description
V1.0	August 2019	For release
V1.1	March 2021	Removed assessment methodology

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About NCC Education

NCC Education is a UK awarding body, active in the UK and internationally. Originally part of the UK National Computing Centre, NCC Education started offering Computing qualifications in 1976 and from 1997 developed its Higher Education portfolio to include Business qualifications, IT qualifications for school children and a range of Foundation qualifications.

With Centres in over forty countries, four international offices and academic managers worldwide, NCC Education strives to employ the latest technologies for learning, assessment and support. NCC Education is regulated and quality assured by Ofqual (the Office of Qualifications and Examinations Regulation, see www.ofqual.gov.uk).

Overview and Objectives

Our Computer Basics Short Course will provide students with an introduction to the key Computer Basics that will be required in their studies. Students will learn basic skills in using word processors, spreadsheets and presentation software.

The course will focus on the Microsoft Office suite, with reference being made to Microsoft Office 2010 software throughout. However, the course has been specifically designed to allow the relevant skills to be taught regardless of the software version being used. All material can be adapted to other versions of Microsoft Office (such as the 2007 version) and also other word processing, spreadsheet and presentation software package; students should not be disadvantaged through the use of any particular version.

Hardware and Software Requirements

Hardware: Learners need access to computers.

Software: Learners must have access to Microsoft Office software.

1. Computer Basics Short Course

Title	Computer Basics Short Course
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Guided Learning Hours	40 hours
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Learning Outcomes; The Learner will:	Objectives; The Learner can:
1. Understand the main functions of a word processor	1.1 Explain the main functions within a word processing package 1.2 Describe how to insert, overtype, move and delete text 1.3 Describe how to open, save and close an existing document 1.4 Describe how tables and diagrams can be inserted within a text 1.5 Describe how pictures and symbols can be inserted within a text document
2. Be able to use the main functions of a word processor	2.1 Demonstrate the use of common functions for manipulating and evaluating text 2.2 Demonstrate the use of a range of functions to alter the presentation of word processed documents 2.3 Demonstrate the use of a range of functions to improve the presentation of word processed documents
3. Be able to extract information from the Internet without plagiarising	3.1 List a range of search engines which can be used to find specific information 3.2 Extract text from a website 3.3 Export website text into a word processed document 3.4 Demonstrate how website text should be presented in a word processed document in order to avoid plagairism
4. Understand how to open, create and modify a spreadsheet	4.1 Explain how to open a new spreadsheet 4.2 Describe how to open a new worksheet and enter data 4.3 Describe how to save and close a worksheet 4.4 Describe a range of ways in which data can be manipulated and evaluated 4.5 Describe how to modify and print graphs
5. Be able to format a spreadsheet	5.1 Demonstrate how cells, rows, columns and worksheets can be formatted 5.2 List a range of formulae which can be applied to data in a worksheet 5.3 Demonstrate the use of a range of formulae to manipulate worksheet data 5.4 Identify the tools which navigate worksheets, different views and sections 5.5 Demonstrate the use of a range of functions to improve the presentation of data in a worksheet
6. Be able to create graphs from a spreadsheet	6.1 Select from a range of graph types according to how information needs to be presented 6.2 Enter data ranges, titles and labels to create graphs 6.3 Demonstrate how to place a graph onto a spreadsheet

7. Understand the main functions of presentation software	7.1 Describe how to open, save and close a presentation slideshow 7.2 Explain how to insert and duplicate slides 7.3 Describe how to print slides, handouts and speaker notes 7.4 Explain how to incorporate animation into a presentation
8. Be able to utilise presentation software	8.1 Demonstrate how to navigate a screen display and view a presentation 8.2 Demonstrate the use of a range of tools for editing slide text 8.3 Demonstrate the creation of a presentation with a range of types of text, graphics and animation

2. Syllabus

Syllabus content		
Topic	Course coverage	Learning Outcomes covered
An Introduction to Word Processing	<ul style="list-style-type: none"> • A definition of word processing and its main functions • Microsoft Office Word • The Word screen • Navigating the screen, different views • Basic commands: new, open, save, close, print, page set-up, print properties, print preview • Enter text, set language, autocorrect, spelling check, grammar check, thesaurus, word count • Insert, overtype, move, delete, highlight text • Edit: cut, copy, paste, undo, redo/repeat • Modify text: find and replace, change case • Search for text, graphics, tables • Insert pictures, symbols, special characters, charts, screenshots • Use shortcut keys 	1
Editing and Formatting Word Processed Documents Part I	<ul style="list-style-type: none"> • Format a page: format and edit background, change page orientation and size, adjust margins, insert columns, edit columns, add headers and footers, add page numbers, insert a page break, insert a watermark, select the page background colour • Format text: bold, italics, underline, alignment, font style, font size, font colour, font effects • Format paragraphs: alignment, indentation, spacing • Select and edit themes and styles • Insert and edit bullet points and numbering • Format borders and shading • Use shortcut keys 	2
Finding and Using Information from the Internet	<ul style="list-style-type: none"> • Define plagiarism • Examples of search engines • Use search engines to find and select specific information • Select text from a website • Export text from a website • Present website text and cite its source • Select a picture from a website • Export a picture from a website • Present a picture taken from a website and cite its source 	3

<p>Editing and Formatting Word Processed Documents Part II</p>	<ul style="list-style-type: none"> • Insert a table • Format a table • Edit a table • Insert shapes • Draw shapes • Format shapes, apply special effects • Insert objects • Resize, move, copy, delete, add text, fill, align, rotate, edit, and rotate shapes and objects • Insert and format WordArt • Insert and format SmartArt • Produce a checklist for an effective word-processed document 	<p>2</p>
<p>An Introduction to Spreadsheets</p>	<ul style="list-style-type: none"> • A definition of spreadsheet software and its main functions • Key terminology: workbook, worksheet, cell, row, column • Microsoft Office Excel • The Excel screen • Navigating the screen, different views <ul style="list-style-type: none"> • Basic commands: new, open, save, close, print page set-up, print properties, print preview, select a print area • Types of data: labels, constants, formulae • Enter data: cell, row, column • Edit: cut, copy, paste, undo, redo, find, replace, select all, edit active cell, clear cell contents • Format labels • Format values • Insert a row, column • Widen columns • Introduction to formulae: constants and operators • Addition formula • Subtraction formula • Use shortcut keys 	<p>4&5</p>
<p>Spreadsheet Formulae and Functions</p>	<ul style="list-style-type: none"> • Use relative cell references • Use absolute cell references • Use mixed cell references • Use commonly used formulae and functions: multiplication, division, average, minimum, maximum, round a number, count values • Use AutoSum • Use AutoCalculate • Display formulae when printing • Display row and column headings when printing • Sort data • Filter data • Understand common error messages 	<p>4&5</p>

<p>Formatting Spreadsheets</p>	<ul style="list-style-type: none"> • Workbook management: insert a new worksheet, rename a worksheet, move/copy a worksheet, change a worksheet tab colour, delete a worksheet • Protect a worksheet • Format cells, rows and columns • Add borders • Insert: diagrams, pictures, symbols • Insert headers and footers • Format as a table • Hide selected rows • Apply cell styles • Hide columns and rows • Produce a checklist for an effective spreadsheet 	<p>4&5</p>
<p>Creating Graphs from a Spreadsheet</p>	<ul style="list-style-type: none"> • Present information using a graph • Select appropriate types of graph • Enter data ranges • Enter titles: main, axes and data • Enter a legend • Format a graph • Print a graph • Modify a graph • Resize a graph • Move a graph • Produce a checklist for an effective graph 	<p>6</p>

<p>An Introduction to Presentation Software</p>	<ul style="list-style-type: none"> • A definition of presentation software and its main functions • Microsoft Office PowerPoint • The PowerPoint screen • Navigate the PowerPoint screen and different views. • Define presentation software and its main functions. • Navigate the PowerPoint screen and different views, including normal, slide sorter, reading, slide show and the outline pane. • Select slide design, background and layout. • Enter text, set language and use the spelling check, grammar check and thesaurus. • Use basic commands such as: new, open, save, close, print, page set-up, print properties, print preview, handouts and speaker notes. • Format text – select font style, size and colour and alignment. • Edit, delete, copy, find and replace text. • Format paragraphs. • Insert slide numbers, date and time, headers and footers. • Insert new slides and duplicate slides. • Re-arrange and delete slides. • Insert pictures, Clip Art graphics, SmartArt, diagrams, graphs, tables, text boxes and hyperlinks. • Format graphics. • Draw shapes and objects and format, move, resize and delete objects. • Run and stop a slideshow. • Use shortcut keys 	<p>7</p>
<p>Producing a Multimedia Presentation</p>	<ul style="list-style-type: none"> • Define transitions and add transitions and effects to slides • Define animations and add animations and effects to objects • Copy animation from one object to another • Insert audio clips from files and ClipArt • Record an audio clip • Insert videos from files, websites and ClipArt • Insert actions • Set up slideshow delivery • Produce a checklist for an effective slideshow 	<p>8</p>

Related National Occupational Standards (NOS)

Sector Subject Area: 6.2 ICT for Users

Related NOS:

IPU: A2 - Use IT systems and software efficiently to complete planned tasks

IPU: B1 - Plan, select and use appropriate IT systems and software for different purposes

IUF: B1 - Use IT systems to meet a variety of needs

IUF: B2 - Manage information storage and retrieval appropriately

ICF: B2 - Access, search for, select and use Internet-based information and assess its fitness for purpose

INT: C3 - Use browser tools to search effectively and efficiently for information from the Internet

ISF: A4 - Make effective use of IT tools and facilities to present information

ISF: B2 - Enter, develop and format different types of information to suit its meaning and purpose

ISF: B3 - Present information in ways that are fit for purpose and audience

PS: B1 - Input and combine text and other information within presentation slides

PS: C2 - Use presentation software tools to structure, edit and format presentations

PS: C3 - Prepare interactive slideshow for presentation

SS: C1 - Use a spreadsheet to enter, edit and organise numerical and other data

SS: C2 - Select and use appropriate formulae and data analysis tools and techniques to meet requirements

SS: C3 - Use tools and techniques to present, and format and publish spreadsheet information

WP:C1 - Enter and combine text and other information accurately within word processing documents

WP:C2 - Create and modify appropriate layouts, structures and styles for word processing documents

WP:C3 - Use word processing software tools and techniques to format and present documents effectively to meet requirements