



# Rekenaaropleiding uitkomst

Wat gaan jy leer in die verskillende rekenaar kussse?

## BELANGRIK:

Bring jou laptop saam. Daar is uitgewerkte oefeninge om die toepaslike vaardighede in te oefen.



### Noodsaaklike vaardighede wat jy gaan leer.

- Konnekteer aan nuwe netwerk (internet)

Muis:

- Wanneer kliek mens links of regs
- Handige kortpaaie met muis en sleutelbord

Sleutelbord:

- Gebruik spesiale sleutels (bv. Windows sleutel, Ctrl, Alt, Shift en Fn)
- Tik spesiale karakters (kappie, deelteken en akkuut)
- Kortpad-sleutels

Tik 'n dokument/berig vir Overvaalnuus



File Explorer

### Wat gaan jy leer?

- Hoe om jou "Files" te organiseer, te stoor en te soek
- Hoe om "Folders" en "Files" te "Create, rename, move & delete"
- Wat is die Cloud?
- Gerieflike shortcuts



Microsoft Word

### Wat gaan jy leer?

- Hoe om 'n Microsoft Word dokument te "Create, Save, Open existing document , SaveAs & Print".
- Hoe om teks se voorkoms te verander (formateer).
- Hoe om teks met Word-funksies te verander (Copy, Cut, Paste, Delete, Backspace).
- Handige shortcuts.
- Hoe om notules en artikels/berigte te tik.



Microsoft Word

### Wat gaan jy leer?

- Paragraaf spasiëring.
- Paragraaf nommers & "bullets".
- Bladsy formatering.
- Bladsynommers.
- Handige "shortcuts"
- Notules, agendas en verslae met paragraaf nommers en "bullets"



Microsoft Word

## Wat gaan jy leer?

- Hoe om tabelle in Word te skep en gebruik - veral handig vir sekere formaterings in verslae bv. kompetisie resultate en ledegetalle
- Hoe om teks in kolomme te formateer
- Handige "shortcuts"



Microsoft Word

## Wat gaan jy leer?

Hoe om profesiosseionele verslae te lewer:

- Gebruik voorblaaie
- Skep en updateer outomatiese inhoudsopgawe
- Gebruik style vir opskrifte
- Handige "shortcuts"



Microsoft Excel

## Wat gaan jy leer?

- Hoe sigblaaie ("spreadsheets") werk.
- Hoe om teks se voorkoms te verander (formateer).
- Hoe om ledelyste te skep en verander.
- Hoe om hele ledelys te kopieer vanaf vorige jaar na nuwe lys.
- Druk ledelys.
- Handige "shortcuts".



Microsoft Excel

## Wat gaan jy leer?

- Hoe om somme te maak in Excel
- Formules en Funksies
- Hoe om 'n inkomste- & uitgawestaat te skep.
- Druk die finansiële verslag.
- Handige "shortcuts".



Microsoft Excel

## Wat gaan jy leer?

- Hoe om puntestate te skep vir kompetisie artikels.
- Hoe om Excel tabelle te skep en gebruik.
- Druk punte verslae.
- Handige "shortcuts".



# Computer training learning outcomes

What will you learn during the computer courses?

## IMPORTANT:

Bring your laptop. There are elaborated exercises to practice the applicable skills.



### What skill you will learn through the essentials course?

- Connect to new network (internet)

#### Mouse:

- When to click left or right
- Handy shortcuts using mouse and keyboard

#### Keyboard:

- Use special keys (like (bv. Windows sleutel, Ctrl, Alt, Shift en Fn)
- Type special characters (like hoody, participle and acute sign)
- Short cut keys

Type a document/report to Overvaal news



File Explorer

### What will you learn?

- How to organise, save and find your files
- How to Create, Rename, Move & Delete Folders and Files
- What is the cloud?
- Handy shortcuts



Microsoft Word

### What will you learn?

- How to Create, Save, Open an existing document, SaveAs & Print a Microsoft Document.
- How to format (change appearance) of text.
- How to change text using Word-functions verander (Copy, Cut, Paste, Delete, Backspace).
- Handy shortcuts.
- How to type minutes and articles/reports



Microsoft Word

### What will you learn?

- Paragraph spacing.
- Paragraph numbers & bullets.
- Page formatting.
- Page numbers.
- Useful shortcuts.
- Minutes, agendas and reports applying paragraph numbers and bullets.



Microsoft Word

## What will you learn?

- How to create and use tables in Word - especially useful for certain formatting
- How to format text in columns
- Useful shortcuts.



Microsoft Word

## What will you learn?

How to deliver professional reports:

- Use cover pages
- Create and update automatic table of contents
- Use styles for headings
- Useful shortcuts.



Microsoft Excel

## What will you learn?

- How spreadsheets work.
- How to format text.
- How to create and change member lists.
- How to copy complete member lists from previous year to current year.
- Print member lists.
- Handy shortcuts.



Microsoft Excel

## What will you learn?

- How to calculate in Excel
- Formulas and functions
- How to create an income- & expense sheet.
- Print financial sheet.
- Handy shortcuts.



Microsoft Excel

## What will you learn?

- How to create result sheets for competition articles.
- How to create and use Excel tables.
- Print result sheets.
- Handy shortcuts.