

USAP

LECTURER: MARK GILLAN

Course Content Topics

- ▶ Databases
- ▶ Spreadsheets
- ▶ Word Processing
- ▶ Searching Online
- ▶ Computer Security
- ▶ Operating a computer
- ▶ Problem solving
- ▶ Storage
- ▶ File and Folder Management

Databases

- ▶ Create a flat file database
- ▶ Design a table
- ▶ Use different data field types
- ▶ Control Field Properties
- ▶ Edit fields
- ▶ Enter records
- ▶ Edit records



Spreadsheets

- ▶ List data
- ▶ Format cells
- ▶ Formulae:
 - ▶ Sum
 - ▶ Average
 - ▶ Highest
 - ▶ Lowest
- ▶ Create a chart
- ▶ Edit data
- ▶ Edit chart



Searching Online

- ▶ Plan a search
- ▶ Understanding browser
- ▶ Using different search engines
- ▶ Search terms
- ▶ Boolean
- ▶ Advanced Search Technique
- ▶ Screenshots
- ▶ Analyse and evaluate information
- ▶ Use of information
- ▶ Combine with applications



Word Processing

- ▶ Front Cover Sheet
- ▶ Table of Contents
- ▶ Formatting
- ▶ Headings and sub-headings
- ▶ Header and Footer
- ▶ Page numbers
- ▶ Tables
- ▶ Bullet Points
- ▶ Numbered Lists
- ▶ Inserting images
- ▶ Controlling text and images
- ▶ Page Breaks
- ▶ Inserting Spreadsheet charts
- ▶ Creating an index
- ▶ Bibliography and referencing
- ▶ Spelling and grammar
- ▶ Checking a document
- ▶ Completing formatting

Security and using a PC

- ▶ Threats
- ▶ Law
- ▶ Security
- ▶ Passwords
- ▶ File and Folder Management
- ▶ Backing up
- ▶ Cloud Computing
- ▶ Sharing files
- ▶ Maintenance of a computer
- ▶ Control Panels



Enjoy!



- ▶ Start to use skills quickly
- ▶ Learn by doing
- ▶ Plenty of handy tools
- ▶ Everyone needs a computer
- ▶ Integrating office applications
- ▶ Efficient working
- ▶ Pass the unit
- ▶ Enjoy using your skills and learning more to help YOU