

Materials on basic computer e-education published on *ITdesk.info*

Video-materials for learning are presented in programs that are free for use: a package of office software OpenOffice.org, Microsoft Office 2010 beta (free while in testing phase) and Internet browser Mozilla Firefox.

<i>Module overview:</i>	<i>Notes and handbooks:</i>	<i>Video-materials:</i>	<i>Sample exercise and exercise solution:</i>	<i>Quizzes:</i>
<p><u>Module 1: Concepts of ICT</u> - understanding of the different parts of a computer, as well as some of the key concepts of Information and Communication Technology (ICT), such as those relating to networks and security.</p>	<p>module 1 notes</p> <p>module 1 handbook</p>	<p>ICT concepts presentation</p>	<p>module 1 exercise</p> <p>module 1 exercise solution</p>	<p>ICT concepts - quiz 1</p> <p>ICT concepts - quiz 2</p>
<p><u>Module 2: Using the Computer and Managing Files</u> - using the common functions of a personal computer and its operating system; operate effectively within the desktop environment, manage and organise files and folders</p>	<p>module 2 notes</p> <p>module 2 handbook</p>	<p>Using Windows XP - presentation 1</p> <p>Using Windows XP - presentation 2</p> <p>Using Windows XP - presentation 3</p>	<p>module 2 exercise</p> <p>module 2 exercise solution</p>	<p>Using the computer and managing files - quiz 1</p> <p>Using the computer and managing files - quiz 2</p>

<p><u>Modul 3: Word Processing</u> - creating, formatting and finishing small-sized word processing documents such as letters and other everyday documents; duplicate and move text within and between documents; use some of the features associated with word processing applications such as creating standard tables, using pictures and images within a document, and using mail merge tools.</p>	<p>module 3 notes module 3 handbook</p>	<p>OpenOffice.org Writer presentation 1 OpenOffice.org Writer presentation 2 OpenOffice.org Writer presentation 3 OpenOffice.org Writer presentation 4 Microsoft Word 2010 presentation 1 Microsoft Word 2010 presentation 2 Microsoft Word 2010 presentation 3 Microsoft Word 2010 presentation 4</p>	<p>module 3 exercise module 3 exercise solution</p>	<p>Word Processing - quiz 1 Word Processing - quiz 2</p>
<p><u>Module 4: Spreadsheets</u> - developing, formatting, modifying and using a spreadsheet, in addition to using standard formulas and functions, creating and formatting graphs or charts; create mathematical and logical formulas using standard spreadsheet functions.</p>	<p>module 4 notes module 4 handbook</p>	<p>OpenOffice.org Calc presentation 1 OpenOffice.org Calc presentation 2 OpenOffice.org Calc presentation 3 Microsoft Excel 2010 presentation 1 Microsoft Excel 2010 presentation 2 Microsoft Excel 2010 presentation 3</p>	<p>module 4 exercise module 4 exercise solution</p>	<p>Spreadsheets - quiz 1 Spreadsheets - quiz 2</p>

<p><u>Module 5 - Using Databases</u> - create and modify tables, queries, forms and reports, and prepare outputs ready for distribution, retrieve and manipulate information from a database by using query and sort tools.</p>	<p>module 5 notes module 5 handbook</p>	<p>OpenOffice.org Base presentation 1 OpenOffice.org Base presentation 2 Microsoft Access 2010 presentation 1 Microsoft Access 2010 presentation 2</p>	<p>module 5 exercise module 5 exercise solution</p>	<p>Using Databases - quiz 1 Using Databases - quiz 2</p>
<p><u>Module 6: Presentation</u> - using presentation tools on a computer: creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution.</p>	<p>module 6 notes module 6 handbook</p>	<p>OpenOffice.org Impress presentation 1 OpenOffice.org Impress presentation 2 OpenOffice.org Impress presentation 3 MS PowerPoint 2010 presentation 1 MS PowerPoint 2010 presentation 2 MS PowerPoint 2010 presentation 3</p>	<p>module 6 exercise module 6 exercise solution</p>	<p>Developing Presentations - quiz 1 Developing Presentations - quiz 2</p>
<p><u>Module 7 - Web Browsing and Communication</u> - first section, Web Browsing, is about concepts and terms associated with using the Internet. In the second section, Communication, you can learn some concepts of electronic mail (email), and how to use email software.</p>	<p>module 7 notes module 7 handbook</p>	<p>Internet and e-mail presentation 1 Internet and e-mail presentation 2 Microsoft Outlook 2007 presentation 1 Microsoft Outlook 2007 presentation 2</p>	<p>module 7 exercise module 7 exercise solution</p>	<p>Web Browsing and Communication - quiz 1 Web Browsing and Communication - quiz 2</p>