



BASIC ICT SKILLS - II

Learning Objectives

After studying this chapter, students will be able to:

- Understand the need for word processors.
- Explain how document can be created and saved.
- Explain the need for header and footer.
- Understand the use of filter and sorting in Excel app.
- Learn to print and save a spreadsheet in various formats.
- Learn to create a new presentation using PowerPoint.
- Know how to add and delete a slide.
- Learn to add different kinds of slide layouts.
- Learn to save and print a presentation.

3.1 PREPARE DOCUMENTATION USING WORD PROCESSING APPLICATION

SESSION 1 INTRODUCTION TO WORD PROCESSING

Word Processors are very important. In order to draw up a document on the computer, a word processor is the most useful applications. With the importance of word processors explained, we will take up more concepts of word processing that will be directly useful.

The software that will be discussed here is Word 2010. It is a word processor by Microsoft, available also as part of the Microsoft Office 2010 suite.

SESSION 2 SOFTWARE PACKAGES FOR WORD PROCESSING

The software packages that are helpful to learn about word processing are:

- Microsoft Word 2013
- Apple Pages
- Google Docs (Internet based)
- OpenOffice Writer
- Corel Word Perfect

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