

## MISSION

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*HOW TO USE BASIC  
INFORMATION AND  
COMMUNICATIONS  
TECHNOLOGY TO  
ENHANCE TEACHING  
AND LEARNING*

**ONLY 10 STUDENTS PER SESSION**

CLASSES WILL BE CONDUCTED from  
**MONDAY to THURSDAY**

### TIMES

15h00—16h00

16h30—17h30

18h00—19h00



## OBJECTIVES

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To teach basic competency in Microsoft Word for teaching and learning.

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To assist in-service teachers to acquire basic proficiency in Excel for teaching and learning + school – related administration.

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To assist in-service teachers to acquire basic proficiency in PowerPoint presentations for teaching and learning..

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**COURSES WILL BE CONDUCTED  
over TWO 1 hour SESSIONS per  
week over THREE weeks.**

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**R50** per HOUR

COPFORTAL (PTY) LTD

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## COPFORTAL

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## Communities of Practice

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*He who starts behind in the great race of life  
must forever remain behind or run faster than  
the man in front.*

*Benjamin E. Mays*



## An elementary course in using Excel in a teaching environment

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Each participant will be familiarized with the following:

Creating an excel document

Sorting of data

Page layout – orientation, margins

Formatting cells – alignment, text wrap, merging, number, fill

Simple formulas

Addition

Converting marks/calculation options

Calculating levels (What if?)

Protecting sheet

Inserting charts

View (Normal/Page break)

Mail merge

## An elementary course in using Microsoft Word in a teaching environment

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Each participant will be familiarized with the following:

Using tools: Tabs, Ribbon, Toolboxes, Zoom feature, Highlighting text

Paragraph marks, Copy and Paste functions, Font name and Font size, Common keyboard operations Bold, Italics, and Underline.

Features: Formatting text, Cut and Paste, Undo, Saving a document

Spell Check and Grammar

Sharing Documents

Cutting and pasting images. (from PC or Internet)

Inserting Tables

Inserting Excel document

Using Columns and Indentations

Lists and Bullets

Addressing and Labeling for Envelopes

## An elementary course in using Microsoft PowerPoint as a teaching and learning tool

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Each participant will be familiarized with the following:

Changing backgrounds

Transitions

Hyperlinks

Clip art

Selecting colors and fonts

Creating headers and footers

Changing the slide master

Developing professional looking slides

Creating a video from PowerPoint



ALL COURSES ARE SACE ACCREDITED

*The best way to solve any problem is to remove its cause.*

*Martin Luther King, Jr.*