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Session 1: 10:00am – 12:30pm

Workshop 1A: Effective Ways of Sending Letters to Students

<table>
<thead>
<tr>
<th>Software:</th>
<th>Microsoft Word 2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisite:</td>
<td>Basic computer literacy</td>
</tr>
</tbody>
</table>
| Learning objectives: | 1. To create a data source document that contains information on students’ parents and offices.  
2. To create a main document that contains document letters and codes, which will be replaced by the data in the data source documents.  
3. To understand the steps of merging data source and main documents to generate a new document.  
4. To create an Envelope Label for a person using information from the data source document.  
5. To understand the concept of mail merging. |
| Learning outcomes: | At the end of this workshop, participants should be able to:  
1. Create a mail merged document / letter that contains the similar contents with different person’s particulars.  
2. Insert a code in the document contents to link the Data Source document.  
3. Send letters without re-creating / modifying the person’s particular from the document.  
4. Manage (add, modify and delete) the Data Source document time to time according to the situation.  
5. Create an Envelop Label for the letter. |
| Topics | 1. Creating and modifying Data Source and Main documents  
Creating and editing Data Source Document  
Creating and editing Main Document  
2. Mail Merging  
Merging Data Source and Main Documents  
3. Creating Envelop Labels from Data Source Document  
Creating and editing Main Document for Envelop Label  
Merging Data Source and Main Envelop Label Document |
## Session 1: 10:00am – 12:30pm

### Workshop 1B: Effective Ways of Creating a Formula

<table>
<thead>
<tr>
<th>Software:</th>
<th>Microsoft Excel 2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisite:</td>
<td>Basic computer literacy</td>
</tr>
</tbody>
</table>
| Learning objectives: | 1. To be familiar with Microsoft Excel.  
|                   | 2. To learn how to use formula in Excel.  
|                   | 3. To learn how to identify the arithmetic operators.  
|                   | 4. To understand the functions of applying average, maximum and minimum functions.  
|                   | 5. To know the terms of what-if analysis.                  |
| Learning outcomes: | On completion of this session, participants should be able to:  
|                   | 1. Open and save existing files.  
|                   | 2. Enter data in a worksheet and use the extensive help system.  
|                   | 3. Have better understanding of Excel formulae.  
|                   | 4. Build several Excel functions.  
|                   | 5. Analyse using different types of formula including those that call for functions in order to produce more statistical report on student’s performance.  |
| Topics:           | 1. Work with the Excel window, menus and toolbars  
|                   | 2. Create formula with several operators  
|                   | 3. Use names in a formulae  
|                   | 4. Build a conditional formula with the IF function  
|                   | 5. Use Point Mode  
|                   | 6. Copy formulae using the Fill Handle  
|                   | 7. Determine the Totals using the AutoSum button  
|                   | 8. Use the Average, Maximum and Minimum Function.  |
### Workshop 1C: The “Look and Feel” of a PowerPoint Presentation

<table>
<thead>
<tr>
<th>Software</th>
<th>Microsoft PowerPoint 2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisite</td>
<td>Basic computer literacy</td>
</tr>
</tbody>
</table>
| Learning objectives: | 1. To understand the meaning and benefits of using presentation template in Microsoft PowerPoint.  
2. To change the look and feel of Microsoft PowerPoint presentations by selecting alternative presentation templates.  
3. To understand the use of the slide master in Microsoft PowerPoint.  
4. To learn how to design presentation templates for Microsoft PowerPoint presentation by using a slide master.  
5. To cultivate and demonstrate creativity in designing slide presentations. |
| Learning outcomes: | On completing this session, participants should be able to:  
1. Understand the meaning and benefits of using presentation template in Microsoft PowerPoint.  
2. Change the look and feel of Microsoft PowerPoint presentation by selecting alternative presentation templates.  
3. Understand the use of the slide master in Microsoft PowerPoint.  
4. Design original/new presentation templates for Microsoft PowerPoint presentation by using slide master.  
5. Cultivate and demonstrate creativity in designing presentation slides. |
| Topics: | 1. Terms and benefits of using a presentation template  
2. Selecting alternative presentation templates  
3. Understanding the use of slide master in designing PowerPoint presentations.  
4. Creating original PowerPoint presentations. |
## Session 1: 10:00 am – 12:30pm

### Workshop 1D: Introduction to PC Hardware Components

<table>
<thead>
<tr>
<th>Hardware:</th>
<th>PC components</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisite:</td>
<td>Basic computer literacy</td>
</tr>
</tbody>
</table>
| Learning objectives:       | 1. To understand the physical layout of each PC components.  
                           | 2. To understand the old and new technologies of hardware components.  
                           | 3. To be familiar with the hardware component terminologies and functions.
                           | 4. To learn how to make the right choice when purchasing hardware devices.  
                           | 5. To learn the basic steps of assembling a computer system.          |
| Learning outcomes:         | On completion of this session, participants should be able to:  
                           | 1. Understand the functions of PC components.  
                           | 2. Understand on the latest computer hardware.  
                           | 3. Understand the way PC components are connected.  
                           | 4. Choosing the correct PC components when replacing one.  
                           | 5. Understand basic troubleshooting techniques.                         |
| Topics:                    | 1. Understanding motherboard types and forms  
                           | 2. Hard disk and floppy disk connector  
                           | 3. Input/output ports identification  
                           | 4. Expansion slot identification  
                           | 5. Connecting data cables to hard disk and floppy disk drive  
                           | 6. Memory types and upgrading techniques  
                           | 7. Power supply types and voltage testing  
                           | 8. Processor types and installation method  
                           | 9. Identifying types of interface card  
                           | 10. Parts of floppy and hard disk drive  |
Session 1: 10:00 am – 12:30pm

Workshop 1E: Creating an Effective Web Page

<table>
<thead>
<tr>
<th>Software:</th>
<th>Microsoft FrontPage 2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisite:</td>
<td>Basic experience in using the Internet</td>
</tr>
</tbody>
</table>
| Learning objectives: | 1. To learn the creation of web pages with basic elements of text.  
2. To learn on how to incorporate images and tables.  
3. To learn the use of hyperlinks and various ways of implementing hyperlinks.  
4. To learn how to use table and layout using table style.  
5. To learn on using the theme and creating own theme for web site. |
| Learning outcomes: | On completion of this session, participants should be able to:  
1. Understand web architecture.  
2. Create a simple web page.  
3. Design a web page using all the available tools.  
4. Design a good web page with effective features.  
5. Differentiate the basic and advanced tools. |
| Topics: | 1. Introduction to Web Page  
Create, Edit and Save Web Page  
Page Colour and other attributes  
2. Using Text  
Add and format text  
Paint Text  
3. Using Images  
Add Clip Art and any other enhancement  
Move and Position Image  
Transparent Images  
Interlaced images  
Cropped Images  
4. Hyperlinks  
Text links  
Image links  
Image Hot Spot links  
E-Mail links  
5. Tables  
Create and format tables  
Add text and images  
Add columns and rows  
6. Style  
Using Themes  
Customizing Themes |
Session 2: 1:30pm – 3:00 pm

Workshop 2A: Creating Bookmarks, Footnotes, Endnotes, Indexes, and Table of Contents

<table>
<thead>
<tr>
<th>Software:</th>
<th>Microsoft Word 2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisite:</td>
<td>Basic knowledge of Microsoft Word</td>
</tr>
</tbody>
</table>
| Learning objectives: | 1. To learn how to create and use bookmarks to move quickly to a given point in a document.  
2. To learn how to create footnotes and endnotes to supply additional information about a topic in the documents as the references.  
3. To learn how to create indices to find information in a long document.  
4. To learn how to generate table of contents with the heading and sub-headings of a long document with corresponding page numbers.  
5. To understand the features provided by Reference Tools in Microsoft Word 2000. |
| Learning outcomes: | On completion of this workshop, participants should be able to:  
1. Create and use Bookmark in a long document to help them in moving quickly within a document.  
2. Create and use Footnotes and Endnotes to give additional information at the end of page or the end of document.  
3. Create and use Index in the documents to label the certain keywords with the corresponding page number.  
4. Create Table of Contents with corresponding page numbers in a short time.  
5. Maintain Bookmarks, Footnotes, Endnotes, Indexes and Table of Contents. |
Creating, moving and deleting Bookmarks  
Inserting, moving, deleting, and copying Footnotes and Endnotes  
Creating, editing and deleting Indexes  
2. To auto-generate the Table of Contents for your documents in Microsoft Word 2000.  
Using Microsoft Word 2000 supplied Heading for document contents  
Creating, editing and deleting Table of Contents |
**Session 2: 1:30pm – 3:00pm**

**Workshop 2B: Presenting Worksheets Effectively**

<table>
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<tr>
<th>Software:</th>
<th>Microsoft Excel 2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisite:</td>
<td>Basic knowledge of Microsoft Excel</td>
</tr>
</tbody>
</table>
| Learning objectives: | 1. To learn how to insert charts into an Excel workbook.  
2. To learn how to edit a chart and make changes to the chart.  
3. To learn how to add text annotations and arrows to a chart.  
4. To learn how to improve the aesthetics of a worksheet by using colours, fonts, and cell adjustments.  
5. To understand terminology used in creating charts. |
| Learning outcomes: | On completion of this session, participants should be able to:  
1. Convey information on the workbook effectively.  
2. Insert, format and edit the chart.  
4. Make a worksheet more attractive by using some formatting tools.  
5. Make worksheets much easier to read on emphasizing key data. |
| Topics:     | 1. Format a chart and enhance a chart  
2. Change fonts and font sizes of a data  
3. Change attributes, alignment of labels and colours  
4. Add borders to cells  
5. Modify a worksheet style  
6. Apply WordArt text effects  
7. Annotate and draw on a chart. |
**Session 2: 1:30pm – 3:00pm**

**Workshop 2C: Creating Various File Formats of Presentation Slides**

<table>
<thead>
<tr>
<th>Software:</th>
<th>Microsoft PowerPoint 2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisite:</td>
<td>Basic knowledge of Microsoft PowerPoint</td>
</tr>
</tbody>
</table>
| Learning objectives: | 1. To publish Microsoft PowerPoint presentation in PowerPoint Show (PPS) file format.  
  2. To publish Microsoft PowerPoint presentation in graphic/picture file format.  
  3. To publish Microsoft PowerPoint presentations into Hypertext Mark-up Language (HTML) web-page file format.  
  4. To convert Microsoft PowerPoint presentation into a set-up application (EXE) file format.  
  5. To learn the advantages and disadvantages of the various file formats published from Microsoft PowerPoint presentation. |
| Learning outcomes: | On completion of this session the participants should be able to:  
  1. Publish Microsoft PowerPoint presentations into PowerPoint Show (PPS) file format.  
  2. Publish Microsoft PowerPoint presentations in graphic/picture file format.  
  3. Publish Microsoft PowerPoint presentations in Hypertext Mark-up Language (HTML) web-page file format.  
  4. Publish Microsoft PowerPoint presentations in set-up application (EXE) file format.  
  5. Understand the advantages and disadvantages of the various file formats published from Microsoft PowerPoint presentation. |
| Topics:            | 1. Saving presentation slides in PowerPoint Show (PPS) format  
  Graphic/picture format  
  Hypertext Mark-up Language (HTML) web-page  
  Set up application (EXE) format.  
  2. The advantages and disadvantages of saving files in various file formats. |
Session 2: 1:30 pm – 3:00 pm

Workshop 2D: Assembling a System Unit

<table>
<thead>
<tr>
<th>Hardware:</th>
<th>PC components</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisite:</td>
<td>Basic knowledge of PC components</td>
</tr>
</tbody>
</table>
| Learning objectives: | 1. To learn the step-by-step procedures of assembling a system unit.  
2. To understand the basic PC assembly techniques.  
3. To be familiar with the tools used in PC assembly.  
4. To learn how to troubleshooting PC assembly errors.  
5. To understand the precautions when assembling a PC. |
| Learning outcomes: | On completion of this session, participants should be able to:  
1. Understand the parts involve in assembling a system.  
2. Assemble a system unit with confidence.  
3. Troubleshoot basic assembling problems.  
4. Identify parts name and types.  
5. Assemble a fresh system unit by themselves. |
| Hands-on session: | Participants will be given hands on training on:  
1. Assembling 2 types of PCs which have AT or LPX motherboard  
2. Step by Step Procedures before Assembling  
3. Ways of Discharging static charges  
4. Tools needed to assemble a system unit  
5. Troubleshooting assembling errors |
**Session 2: 1:30 pm – 3:30pm**

**Workshop 2E: Web Page Design using Frames**

<table>
<thead>
<tr>
<th>Software:</th>
<th>Microsoft FrontPage 2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisite:</td>
<td>Basic knowledge of web design</td>
</tr>
</tbody>
</table>
| Learning objectives: | 1. To learn web page design using shared borders.  
                         2. To learn web page design using frames.  
                         3. To learn features and managing frames. |
| Learning outcomes: | On completion of this session, the participants should be able to:  
                         1. Understand the use of shared borders.  
                         2. Create web pages using frames.  
                         3. Design web pages with effective features. |
| Topics:         | 1. Introduction to Shared Borders  
                         Create shared borders  
                         Add, change or remove elements in shared borders  
                         2. Introduction to Frames  
                         Using Frames  
                         Add, edit and manage frames and web pages in frames  
                         Create hyperlinks and display web pages in frames |
**Session 3: 3:30pm – 4:30pm**

**Workshop 3A: Customising Toolbars, Menus and Shortcut Keys**

<table>
<thead>
<tr>
<th>Software:</th>
<th>Microsoft Word 2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisite:</td>
<td>Basic knowledge of Microsoft Word</td>
</tr>
</tbody>
</table>
| Learning objectives: | 1. To learn how to change any of the supplied toolbars in Microsoft Word 2000.  
2. To learn how to design and edit your own toolbars.  
3. To learn how to assign a command, font or style to a custom Toolbar button.  
4. To learn how to create and use Auto Text Entry feature.  
5. To understand the usefulness of customizing the Toolbars, Menus and Shortcut Keys to suite the personal needs. |
| Learning Outcomes: | On completion of this workshop, the participants should be able to:  
1. Manage (add, modify and remove) any items in the Microsoft Word 2000 supplied toolbars, menus and shortcut keys.  
2. Create toolbars, menus and shortcut keys.  
4. Manage (add, modify and remove) any contents in the Auto Text Entry.  
5. Save time by sorting selected text or graphics with the help of Auto Text Entry. |
| Topics:         | 1. Customising the Toolbars, Menus and Shortcut Keys in Microsoft Word 2000  
   Adding buttons  
   Creating your own toolbar  
   Customizing the menu  
   Assigning shortcut keys  
2. Creating and using Auto Text Entry features  
   Creating an Auto Text Entry  
   Inserting Auto Text  
   Deleting Auto Text |
## Workshop 3B: Publishing Workbooks on the Web

### Software:
Microsoft Excel 2000

### Pre-requisite:
Basic knowledge of Microsoft Excel

### Learning objectives:
1. To learn how to publish worksheets in the workbook on the web.
2. To be able to understand what is a dynamic and a static web page.
3. To be able to differentiate between saving worksheet on a dynamic page and static web page.
4. Able to create workbook and to save it in web format.

### Learning outcomes:
On completion of this session, participants should be able to:

1. Know the difference between saving a workbook as a dynamic or static web page.
2. Create web page and insert the chart and worksheet that have been created earlier using Ms Excel.
3. Display their student’s assessment marks through the web.
4. Convey marks/grades to the student faster.
5. Save workload and increase productivity.

### Topics:
1. Save an Excel workbook as a static web page
2. Save an Excel workbook as a dynamic web page
3. Modify a worksheet on a dynamic web page
**Session 3: 3:30pm- 4:30pm**

**Workshop 3C: Using Shortcuts, Viewing, and Printing Presentation Slides**

<table>
<thead>
<tr>
<th>Software:</th>
<th>Microsoft PowerPoint 2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisite:</td>
<td>Basic knowledge of Microsoft PowerPoint</td>
</tr>
</tbody>
</table>
| Learning objectives: | 1. To learn the shortcuts in creating Microsoft PowerPoint presentations.  
2. To learn to work with shortcuts in Microsoft PowerPoint in order to improve the productivity of preparing presentation slides.  
3. To learn how to work with shortcuts in Microsoft PowerPoint in order to improve the delivery of presentation slides.  
4. To learn the needs and benefits of creating presentation slides in different presentation styles.  
5. To learn how to print effective handouts from presentation slides. |
| Learning outcomes: | On completion of the session, the participants should be able to:  
1. Understand the meaning of shortcuts in Microsoft PowerPoint.  
2. Work using shortcuts in Microsoft PowerPoint to improve delivery of presentation slides.  
3. Understand the needs and benefits of creating presentation slides in different styles.  
4. Print effective handouts from presentation slides. |
| Topics: | 1. Understanding shortcuts to Microsoft PowerPoint  
2. Production and delivery of presentation slides  
3. Needs and benefits of different styles in the presentation of slides  
4. Designing effective handouts from presentation slides |
### Workshop 3D: Implementing, Installing and Maintaining an Operating System

<table>
<thead>
<tr>
<th>Software:</th>
<th>Windows 98 / XP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisite:</td>
<td>Basic knowledge of software installation</td>
</tr>
</tbody>
</table>
| Learning objectives:    | 1. To understand the steps involved in the installation of a typical operating system (OS).  
2. To learn how to partition and format the hard drive.  
3. To learn how to regularly maintain the operating system.  
4. To learn about software troubleshooting.  
5. To learn how to select an appropriate operating system. |
| Learning outcomes:      | On completion of this workshop, participants should be able to:  
1. Partition and format their hard drive.  
2. Install various operating systems.  
3. Identify secure OS for their own use.  
4. Install utility program.  
5. Troubleshoot installation problems. |
| Topics:                 | 1. Start Up Disk and Boot Disk  
Creating start up disk  
Benefits of start up disk or boot disk  
2. Partitioning Hard Disk for data management  
FDISK utility  
Creating more than 2 partition in a hard disk  
3. Formatting Hard Disk  
Format.com utility  
Backing up data before formatting  
4. Installing Fresh Operating System  
Booting from CD-ROM  
Procedure on installing Win 98 OS  
Procedure on installing Win XP OS  
5. Maintaining your OS without errors?  
Software Maintenance and Troubleshooting  
De-fragmentation your HDD  
Scandisk, System Backup, Antivirus Scanning |
### Workshop 3E: Website Management

#### Software:
Microsoft FrontPage 2000

#### Pre-requisite:
Basic knowledge of web-page development

#### Learning objectives:
1. To learn web pages and web site management.
2. To understand the basic knowledge of publishing web sites on web server.
3. To understand the potential website problems.

#### Learning outcomes:
On completion of this session, participants should be able to:
1. Manage the website effectively.
2. To do corrective actions for web site problems.
3. Publish the web page into the web server.

#### Topics:
1. Introduction to Web Site management
   - View site
   - Organise site
   - Expand
   - Reporting broken links
   - Slow pages
   - Recently added page

2. Publishing Web Site
   - Introduction of Web Server and Web Account
   - Publishing to the web server