



**GIDEON ROBERT
UNIVERSITY**



**GEMNIC
IN/ORTECH**

SCHOOL OF INFORMATION & COMMUNICATION TECHNOLOGY

Lusaka, Zambia



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Practical Computer Training Manual

A Step-by-Step 21-Unit Guide to Computer Skills Development

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THE IT

PRACTICAL COMPUTER TRAINING COURSE (21 UNITS)

MODULE 1: INTRODUCTION TO COMPUTER (Units 1-4)

UNIT 1: Understanding the Computer System

Objectives:

- Define a computer and its uses.
- Identify computer components (hardware/software).
- Learn how to start and shut down safely.

Tools: A working desktop or laptop.

Activities:

1. Identify parts: monitor, CPU, keyboard, mouse, speakers, USB ports.
2. Turn the computer ON and OFF properly.
3. Explore Start Menu and Desktop icons.
4. Open "This PC" and look at local drives.

Practice Task:

Create a document listing 10 devices used in computer operation and classify them as input, output, or storage.

UNIT 2: Working with Windows Operating System

Objectives:

- Learn file and folder management.
- Customize your desktop environment.

Activities:

1. Create a new folder on the Desktop (Right-click → New → Folder → Rename).
2. Copy, move, and delete files.
3. Create subfolders for "Documents", "Pictures", "Assignments".
4. Change desktop wallpaper and screen saver.
5. Pin programs to the taskbar.

Practice Task:

Organize three folders: "Word Files", "Excel Files", "Pictures" and copy appropriate sample files into each.

UNIT 3: Input & Output Devices

Objectives:

- Identify and use input/output devices.
- Connect external devices (USB, printer, etc.)

Activities:

1. Practice typing on keyboard—use both hands.
2. Try mouse operations: click, drag, drop, select, right-click.
3. Connect and safely remove a flash drive.
4. Print a test page using printer properties.

Practice Task:

Prepare a list of 5 input and 5 output devices and their uses in Word.

UNIT 4: Computer Care, Safety, and Shortcuts

Objectives:

- Learn basic computer care and ergonomics.
- Practice common keyboard shortcuts.

Activities:

1. Demonstrate posture while typing.
2. Clean the computer screen and keyboard correctly.
3. Use shortcuts:
 - Ctrl+C (Copy), Ctrl+V (Paste), Ctrl+Z (Undo), Alt+Tab (Switch window).
4. Organize desktop icons.

Practice Task:

Create a one-page document listing 15 useful Windows shortcuts.

MODULE 2: MICROSOFT WORD (Units 5–8)

UNIT 5: Introduction to Microsoft Word

Objectives:

- Create, save, and open documents.
- Edit and format text.

Activities:

1. Launch Word → Blank Document.
2. Type a paragraph titled "My First Computer Experience."
3. Save it in "Documents" folder.
4. Practice using undo, redo, cut, copy, paste.

Practice Task:

Type a short letter to your friend and save it as letter.docx.

UNIT 6: Text Formatting and Page Setup

Objectives:

- Format text (bold, italic, underline, color).
- Set margins, spacing, and alignment.

Activities:

1. Select text → Apply bold, font color, and change font style.
2. Adjust line spacing (1.5, double).
3. Use bullet and numbering.
4. Go to Page Layout → Change page orientation and margins.

Practice Task:

Create a one-page letterhead using your name and format it with borders.

UNIT 7: Inserting and Managing Elements

Objectives:

- Insert images, tables, and shapes.
- Use headers, footers, and page numbering.

Activities:

1. Insert → Picture → Choose a photo.
2. Insert → Table → Create a 4×3 table (Name, Subject, Marks).
3. Insert → Header/Footer → Add page numbers.

Practice Task:

Create a one-page report sheet with a logo at the top and a formatted table.

UNIT 8: Proofing and Printing Documents

Objectives:

- Check for spelling/grammar errors.
- Print a document correctly.

Activities:

1. Use Review → Spelling & Grammar.
2. Go to File → Print → Choose printer → Print Preview.
3. Save document as PDF.

Practice Task:

Print a formatted essay titled "Importance of Computer Literacy."

□□ MODULE 3: MICROSOFT POWERPOINT (Units 9–11)

UNIT 9: Introduction to PowerPoint

Objectives:

- Create and design a basic presentation.
- Add and format text on slides.

Activities:

1. Open PowerPoint → New Presentation.
2. Add Title Slide and 4 content slides.
3. Choose a theme and slide design.
4. Insert bullet points and text boxes.

Practice Task:

Create a 5-slide presentation titled "*My Dream Career*".

UNIT 10: Adding Media and Animations

Objectives:

- Enhance slides with pictures, SmartArt, and transitions.

Activities:

1. Insert → Pictures and SmartArt.
2. Apply animations (Entrance, Exit).
3. Add slide transitions.
4. Practice Slide Show (F5 key).

Practice Task:

Create a presentation titled "Gideon Robert University" with animated transitions and SmartArt.

UNIT 11: Presenting and Printing

Objectives:

- Deliver and print slides.
- Use Presenter View.

Activities:

1. Run Slide Show → Use keyboard arrows to navigate.
2. Rehearse timings.
3. Print handouts (2 slides per page).

Practice Task:

Present your slides to the class and submit printed handout.

MODULE 4: MICROSOFT PUBLISHER (Units 12-14)

UNIT 12: Getting Started with Publisher

Objectives:

- Understand Publisher interface and templates.
- Create basic designs.

Activities:

1. Open Publisher → Choose Flyer template.
2. Replace text with your own words.
3. Save as My Flyer.pub.

Practice Task:

Design a flyer for "Computer Training Admission."

UNIT 13: Inserting and Formatting Objects

Objectives:

- Insert text boxes, shapes, and pictures.
- Adjust layout alignment.

Activities:

1. Insert → Text Box → Write message.
2. Insert → Picture → Adjust size.
3. Align text boxes symmetrically.

Practice Task:

Design a business card with name, title, phone, and logo.

UNIT 14: Preparing for Print and Export

Objectives:

- Save publication for printing or PDF sharing.

Activities:

1. Review → Print Preview.
2. File → Export → Create PDF.
3. Save to Flash Drive.

Practice Task:

Save and print your flyer in PDF format.

MODULE 5: MICROSOFT EXCEL (Units 15-18)

UNIT 15: Getting Started with Excel

Objectives:

- Understand cells, rows, and columns.
- Enter and edit data.

Activities:

1. Type data (Name, Subject, Marks).
2. Adjust column width.
3. Save file as Results.xlsx.

Practice Task:

Enter marks for 10 students and calculate total.

UNIT 16: Formatting and Basic Formulas

Objectives:

- Format cells and use formulas.

Activities:

1. Use font styles, borders, and colors.
2. Apply formula: =SUM(B2:B10), =AVERAGE(B2:B10).
3. Format numbers to 2 decimal places.

Practice Task:

Calculate total, average, and percentage for 5 subjects.

UNIT 17: Creating Charts

Objectives:

- Create and format charts.

Activities:

1. Select data → Insert → Chart → Choose Bar or Pie.
2. Add titles, labels, and legends.
3. Change chart color scheme.

Practice Task:

Create a bar chart showing student performance.

UNIT 18: Printing and Page Setup

Objectives:

- Set print area and fit worksheet to page.

Activities:

1. File → Print → Page Setup → Fit to 1 page.
2. Add header/footer (Class: BSc IT).

Practice Task:

Print your formatted result sheet on one page.

MODULE 6: INTERNET AND ONLINE SKILLS

(Units 19-21)

UNIT 19: Introduction to the Internet

Objectives:

- Understand what the Internet is.
- Use browsers and search engines.

Activities:

1. Open Chrome or Edge.
2. Visit www.google.com
- .
3. Search "Parts of a Computer".
4. Bookmark favorite pages.

Practice Task:

Find 5 facts about your university and save them in Word.

UNIT 20: Email and Communication Tools

Objectives:

- Create and manage an email account.
- Send and receive attachments.

Activities:

1. Create Gmail/Yahoo account.
2. Compose new mail → Attach Word file → Send.
3. Download received attachment.

Practice Task:

Send your "My Dream Career" PowerPoint to your instructor's email.

UNIT 21: Internet Safety and Cloud Storage

Objectives:

- Browse safely and use online storage.

Activities:

1. Learn about phishing and strong passwords.
2. Open Google Drive → Upload a file.
3. Share the file via link.

Practice Task:

Upload your Excel result file to Google Drive and share the link.

FINAL PRACTICAL PROJECT

Students complete a combined project:

1. Type a report in Word
2. Analyze data in Excel
3. Create presentation in PowerPoint
4. Design a flyer in Publisher
5. Submit all via Email