THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER, ELDERLY AND CHILDREN

DIRECTORATE OF HUMAN RESOURCE DEVELOPMENT

FACILITATOR'S GUIDE FOR BASIC TECHNICIAN CERTIFICATE

NMT 04104: Basic Computer Applications

Table of Contents

Acronyms

CPU	Central Processing Unit
ALU	Arithmetic Logic Unit
CU	Control Unit
ICT	Information Communication Technology.
HMIS	Health Management Information System
LAN	Local Area Network
HDD	Hard Drive Disk
DOS	Disk Operating System
GUI	Graphical User Interface
NLM	National Library of Medicine
CDSR	Cochrane Database of Systematic Reviews

Preamble

The Ministry of Health Community Development Gender Elderly and Children among other roles ensures that Tanzanians receive quality health care and service. This can be achieved through production of competent nurses and midwives amongst other health cadres. The training of competent nurses and midwives can be achieved through various teaching and learning materials; one of them being facilitator's guides and student's manual.

Dr. Loishook Saitori
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Acknowledgement

Ministry of Health, Community Development, Gender, Elderly and Children through the Directorate of Human Resource Development, Nursing training section has reviewed FACILITATOR GUIDE for Nursing and Midwifery training program. The review was informed by revised curriculum of the same. The successfully completion of this FACILITATOR GUIDE has been made possible by the commitment of the technical team through a series of writers' workshops. Understanding the crucial role of the team, the Ministry would like to express sincere appreciation to all those who involved in the completion of this task.

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Background

In 2015 the Ministry of Health, Community Development, Gender, Elderly and Children through the Directorate of Human Resource Development, Nursing training section started the process of reviewing the nursing curricula NTA level 4-6. The process completed in the year 2017 and its implementation started in the same year. The rationale for review was to comply with the National Council for Technical award (NACTE) Qualification framework which offers a climbing ladder for higher skills opportunity. Amongst other rationale was to meet the demand of the current health care service delivery. The demand is also aligned with human resource for health strategic plan and human resource for health production plan which aims at increasing number of qualified human resource for health.

The process of producing qualified human resource for health especially nurses and midwives requires the plentiful investment of resources in teaching at the classroom and practical setting and the achievement of clinical competence is acquired in step wise starting from classroom teaching to skills laboratory teaching. In addition, WHO advocates for skilled and motivated health workers in producing good health services and increase performance of health systems (WHO World Health Report, 2006). Moreover, Primary Health Care Development Program (PHCDP) (2007-15) needs the nation to strengthen and expand health services at all levels. This can only be achieved when the Nation has adequate, appropriately trained and competent work force who can be deployed in the health facilities to facilitate the provisions of quality health care services.

In line with the revised curricula, the MOHCDGEC in collaboration with developing partners and team of technical staff developed quality standardized training materials to support the implementation of curricula. These training materials address the foreseen discrepancies in the implementation of the curricula by training institutions.

This facilitator's guide has been developed through a series of writers' workshop (WW) approach. The goals of Writer's Workshops were to develop high-quality, standardized teaching materials and to build the capacity of tutors to develop these materials. This module consists of 10 sessions which aimed at equipping learners with basic computer knowledge skills.

1.0. Rationale

The vision and mission of the National Health Policy in Tanzania focuses on establishing a health system that is responsive to the needs of the people, and leads to improved health status for all. Skilled and motivated health workers are crucially important for producing good health through increasing the performance of health systems (WHO, 2006). With limited resources (human and non-human resources), the MOHCDGEC supported tutors by developing standardized training materials to accompany the implementation of the developed CBET curricula. These training manuals address the foreseen discrepancies in the implementation of the revised curricula.

Therefore, this Facilitators Guide for Basic Technician Certificate in Nursing and Midwifery Programme (NTA Levels 4) aims at providing a room for Nurses to continue achieving skills which will enable them to perform competently. This Guide will establish conducive and sustainable training environment that will allow Facilitator to interact effectively with learners, in turns learners and graduates will perform efficiently at their relevant levels. Moreover, this will enable them to aspire for attainment of higher knowledge, skills and attitudes in promoting excellence in nursing and midwifery practice.

2.0. Goals and Objectives of the Training Manual

2.1. Overall Goal for Training Manual

The overall goal of these Facilitators' Guides is to provide high quality, standardized and Competence based training for Basic Technician Certificate in Nursing and Midwifery.

2.2. Objectives for Facilitators Guides

- To provide high quality, standardized and competence based training.
- To provide a guide for Facilitators to deliver high quality training.
- To enable learners to learn more effectively.

3.0. Introduction

3.1. Module Overview

This module content has been prepared as a guide for tutors of NTA Level 4 for training students. The session contents are based on the sub-enabling outcomes of the curriculum of NTA Level 4 Basic technician Certificate in Nursing and Midwifery.

The module sub-enabling outcome as follows:

5.1.1 Describe components and accessory of a computer and their functions in relation to basic computer operations

5.1.2 Perform basic computer operations using knowledge and skills of computer technology

5.1.3 Utilize word processing application in preparing reports

5.1.4 Utilize spread sheet application in processing health data

5.1.5 Utilize power point application in preparing health information presentations

5.1.6 Utilize Microsoft publisher application in preparing health publications

5.1.7 Utilize Microsoft access application in keeping health data

5.1.8 Communicate and search health information using basic computer operation

3.2. Who is the Module For?

This module is intended for use primarily by Facilitators of NTA Level 4 –Basic Technician Certificate in Nursing and Midwifery

The module' sessions give guidance on the time and activities of the session and provide information on how to teach the session to students. The sessions include different activities which focus on increasing students' knowledge, skills and attitudes.

3.3. How is the Module Organized?

The module is divided into 10 sessions; each session is divided into sections. The following are the sections of each session:

- **Session Title:** The name of the session.
- **Learning Tasks** – Statements which indicate what the student is expected to learn at the end of the session.
- **Session Content –** All the session contents are divided into steps. Each step has a heading and an estimated time to teach that step. Also, this section includes instructions for the tutor and activities with their instructions to be done during teaching of the contents.
- **Key Points** – Each session has a step which concludes the session contents near the end of a session. This step summarizes the main points and ideas from the session.
- **Evaluation** – The last section of the session consists of short questions based on the learning objectives to check the understanding of students.

- **Handouts and Worksheets** are additional information which can be used in the classroom while teaching or later for students' further learning and doing assignment. Handouts are used to provide extra information related to the session topic that cannot fit into the session time. Handouts can be used by the students to study material on their own and to reference after the session. Sometimes, a handout will have questions or an exercise for the students. The answers to the questions are in the Facilitator Guide Handout, and not in the Student Manual Handout.

3.4. How Should the Module be Used?

Learners are expected to use the module in the classroom and clinical settings and during self-study. The contents of the modules are the basis for learning Basic Computer Applications. Learners are therefore advised to learn each session and the relevant handouts and worksheets during class hours, clinical hours and self-study time. Facilitators are there to provide guidance and to respond to all difficulty encountered by students.

SESSION 1: INTRODUCTION TO COMPUTER COMPONENTS

Total Session Time: 60 minutes

Learning Tasks

At the end of this session a leaner is expected to be able:

- Define the term computer
- Explain characteristics of a computer
- Explain classification of computer by size and power
- Describe the main parts of the computer(process, input, output storage)

Resources Needed:

- Flip charts, marker pens, and masking tape
- Black/white board and chalk/whiteboard markers
- LCD Projector and computer
- Note Book and Pen

Step	Time (min)	Activity/ Method	Content
1	05	Presentation	Presentation of session title and learning tasks
2	10	Presentation, /Brainstorming	Definition of the term computer
3	15	Lecture Discussion	Characteristics of a computer
4	05	Presentation, Buzzing	classification of computer by size and power
5	15	Presentation/Lecture Discussion	main parts of the computer(process, input, output storage
6	05	Presentation	Key Points
7	05	Presentation	Session Evaluation

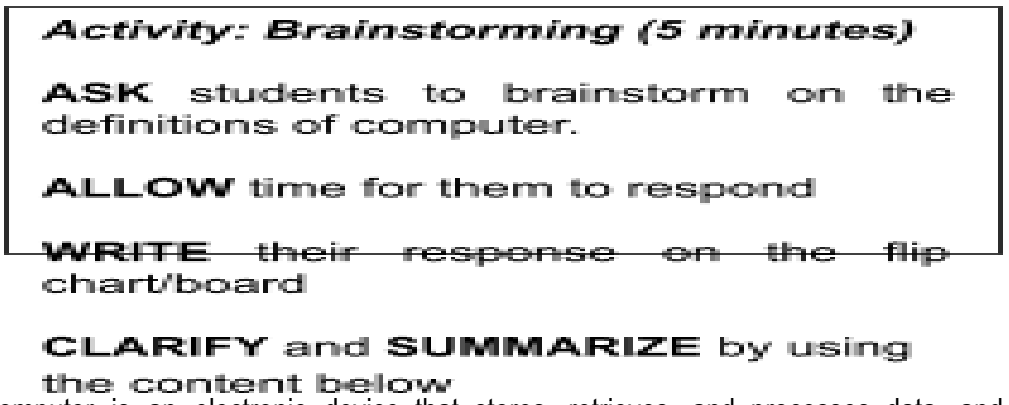
SESSION CONTENTS

STEP 1: Presentation of Session Title and Learning Objectives (5 minutes)

READ or ASK students to read the learning objectives

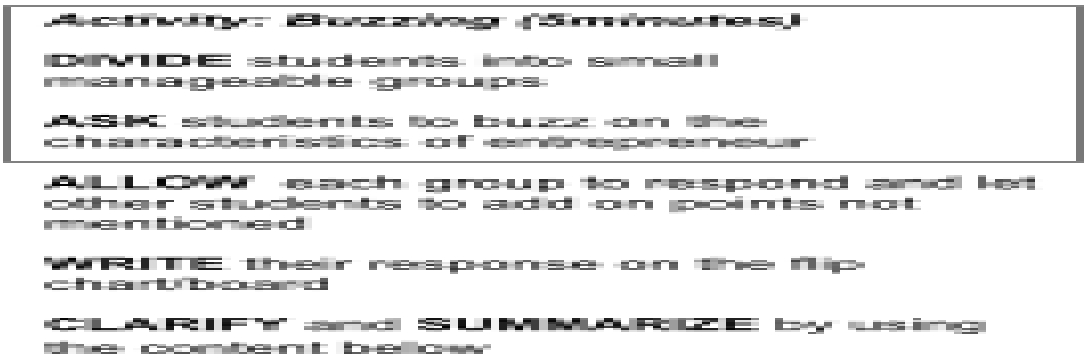
ASK students if they have any questions before continuing

STEP 2: Definition of the term computer (10 Minutes)



- A computer is an electronic device that stores, retrieves, and processes data, and can be programmed with instructions.
- It's designed to perform arithmetic and logical operations automatically

STEP 3: Characteristics of a computer (15 Minutes)



- **Speed**: -
  - A computer is very fast device. It can perform large amount of work in a few seconds.
  - Where human being worked a particular work for whole day, computer does the same in very short time.
  - Today, computers can perform 100 million computations in one second.
  - The speed of computers is measured in terms of microseconds, Nano seconds and even inPico seconds.

- **Accuracy**: –
  - The computer is 100% accurate and capable to perform arithmetical calculation and logic operations with the same accuracy.
  - It can never make mistakes. All mistakes are done by users.
  - The cause of errors may be due to inaccurate feeding data or due to wrong setting of the programmer.
- **Diligence**: –
  - A computer can operate twenty four hours continuously without taking any rest. It has no feelings or no emotions, if you work continuously for 3 hours, you feel lack of concentrate but a

computer is free from these and you will get the result you want with the same speed and same accuracy.

- **Versatility**: –
  - Versatility is one of the most wonderful features about the computer. One moment, it is preparing the results of a particular examination, the next moment it is busy in preparing electricity bills, and in between it may be helping an office secretary to trace an important letter is seconds.
  - It can do multiple works at a same time.
  - It also used in data processing jobs, weather fore casting, ticket reservation purpose, multimedia designing, animations, accountancy etc.

- **High Memory**: –
  - computer has made more memory or storage capacity than human beings.
  - It can store millions of data and instructions, which can be retrieved and recalled even after a number of years. This is not possible in case of human brain.

- **Automation: –**
  - Computers are automatic in operation.
  - It means once the data and instructions are fed to a computer, human interventions are not required.
  - The computers manipulate the data according to the instructions and continue doing so till the last instruction is executed.

STEP 4: Classification of Computer by Size and Power (5 Minutes)

- Computer can be classified as:-
  - Micro-computers
  - Minicomputers
  - Mainframe computer
  - Supercomputers

Micro-computer

- Microcomputers are the most frequently used type of computer. Also, known as Personal Computer (PC),
- A microcomputer is a small computer system designed to be used by one person at a time.
- The size of microcomputers range from those that can fit on a desktop, inside a briefcase, or even into a shirt pocket.
- The various sizes of microcomputers can be grouped into ***desktop computers*** and ***portable computers***.

Source: *https://ziglinkit.com/classification-of-computers/*

Minicomputer.

- Minicomputers are much smaller than mainframes and are also less expensive.
- Sometimes referred to as Midrange Server or Midrange Computer, they are typically larger, more powerful and more expensive than desktop computers.
- Midrange computers are usually used by small and medium-sized businesses as their servers.

Source: *https://ziglinkit.com/classification-of-computers/*

Mainframe computer.

- Mainframe computers are very large often filling an entire room and can process thousands of millions of instructions per second.
- They are used in large private and government organizations like insurance companies and banks where many people need frequent access to information.
- In a mainframe environment, users connect to the mainframe through the many terminals wired to the mainframe.
- Mainframes are capable of supporting hundreds to thousands of users simultaneously. Some of the functions performed by a mainframe include: flight scheduling, reservations and ticketing for an airline; government agencies such as the Internal Revenue Service, Electoral Commission.

Source: https://ziglinkit.com/classification-of-computers/

Supercomputer.

- Supercomputers are the most powerful and physically the largest by size.
- These are systems designed to process huge amounts of data and the fastest supercomputers can perform over one trillion calculations in a second.

Source: https://ziglinkit.com/classification-of-computers/.

STEP 5: Main Parts of the Computer(process, input, output storage (15 Minutes)

- The basic components of computer system are:-
  - Input Unit
  - Output Unit.
  - Central Processing Unit.
  - Storage Unit.

Input Unit

- Input devices are the devices which are used to feed programs and data to the computer.
- The input system connects the external environment with the computer system.

- The input devices are the means of communication between the user and the computer system.
- Typical input devices include the keyboard, floppy disks, mouse, microphone, light pen, joy stick, magnetic tapes etc.
- The way in which the data is fed into the computer through each of these devices is different.
- However, a computer can accept data only in a specific form.
- Therefore these input devices transform the data fed to them, into a form which can be accepted by the computer.
- These devices are a means of communication and inter 1 station between the user and the computer systems.

The functions of the input unit are:-

- Accept information (data) and programs
- Convert the data in a form which the computer can accept.
- Provide this converted data to the computer for further processing.

- **The Output Unit**
  - The output devices give the results of the process and computations to the outside world.
  - The output units accept the results produced by the computer, convert them into a human readable form and supply them to the users.
  - The more common output devices are printers, plotters, display screens, magnetic tape drives etc.

- **The Central Processing Unit.**
  - This is the brain of any computer system. The central processing unit or CPU is made of three parts:- control unit and arithmetic logic unit

  The control unit
  - The Control Unit controls the operations of the entire computer system.
  - The control unit gets the instructions from the programs stored in primary storage unit interprets these instruction an subsequently directs the other units to execute the instructions.
  - Thus it manages and coordinates the entire computer system.

  The Arithmetic Logic Unit:-
  - The Arithmetic Logic Unit (ALU) actually executes the instructions and performs all the calculations and decisions.
  - The data is held in the primary storage unit and transferred to the ALU whenever needed.
  - Data can be moved from the primary storage to the arithmetic logic unit a number of times before the entire processing is complete.
  - After the completion, the results are sent to the output storage section and the output devices.

- **Storage Unit:-**
  - This is also called as Main Memory. Before the actual processing starts the data and the instructions fed to the computer through the input units are stored in this primary storage unit.

- Similarly, the data which is to be output from the computer system is also temporarily stored in the primary memory.
- It is also the area where intermediate results of calculations are stored.

STEP 6: KEY POINTS (5 minutes)

- A computer is an electronic device that stores, retrieves, and processes data, and can be programmed with instructions.
- A computer is very fast device. It can perform large amount of work in a few seconds.
- The computer is 100% accurate and capable to perform arithmetical calculation and logic operations with the same accuracy
- A computer can operate twenty four hours continuously without taking any rest.
- Versatility is one of the most wonderful features about the computer.
- Computer has made more memory or storage capacity than human beings.
- Computers are automatic in operation and can be classified as:-Micro-computers, Minicomputers, Mainframe computer, Supercomputers
- The basic components of computer system are:-Input Unit, Output Unit, Central Processing Unit and Storage Unit.

STEP 8: Session Evaluation (5 minutes)

- What is a computer?
- What are Characteristics of a computer
- How can computer be classified?
- What are main parts of the computer?

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SESSION 2: BASIC COMPUTER FUNCTIONS

Total Session Time: 90 minutes

Learning Tasks

At the end of this session a leaner is expected to be able:

- Distinguish between hardware and software
- Differentiate between computer application programs and operating systems
- Describe accessories of the computer
- Explain functions of computer parts and accessories

Resources Needed:

- Flip charts, marker pens, and masking tape
- Black/white board and chalk/whiteboard markers
- LCD Projector and computer
- Note Book and Pen

Step	Time (min)	Activity/ Method	Content
1	05	Presentation	Presentation of session title and learning tasks
2	20	Buzzing/Presentation	Distinctions between hardware and software
3	20	Lecture Discussion	Difference between computer application programs and operating systems
4	10	Buzzing/Presentation	Accessories of the computer
5	25	Lecture Discussion	Functions of computer parts and accessories
6	05	Presentation	Key Points
7	05	Presentation	Session Evaluation

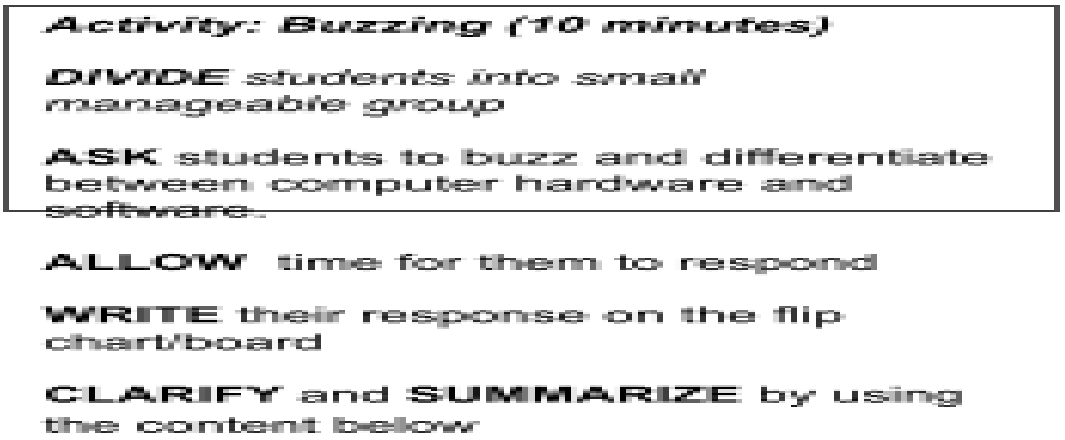
SESSION CONTENTS

STEP 1: Presentation of Session Title and Learning Objectives (5 minutes)

READ or ASK students to read the learning objectives

ASK students if they have any questions before continuing

STEP 2: Distinction of Computer hardware and software (20 Minutes)



They are two parts of computer which are:-

- **Hardware computer** is the collection of physical elements that constitutes a computer system.
  - Computer hardware refers to the physical parts or components of a computer such as the monitor, mouse, keyboard, computer data storage, hard drive disk (HDD), system unit (graphic cards, sound cards, memory, motherboard and chips), etc.
  - All of which are physical objects that can be touched.

- **Computer software** is the set of programs that makes the hardware perform a set of tasks in particular order.
  - Hardware and software are complimentary to each other.
  - Both have to work together to produce meaningful results.
  - Computer software is classified into two broad categories; **System Software** and **Application Software.**

STEP 3: Difference between computer application programs and operating systems (15 Minutes)

- **System Software:-** consists of a group of programs that control the operations of a computer equipment including functions like managing memory, managing peripherals, loading, storing, and is an interface between the application programs and the computer.
  - MS DOS (Microsoft's Disk Operating System), UNIX are examples of system software.

- **Application Software:-** Software that can perform a specific task for the user, such as word processing, accounting, budgeting or payroll, fall under the category of application software.
  - Word processors, spreadsheets, database management systems are all examples of general purpose application software

.

STEP 4: Accessories of the computer (10 Minutes)

Activity: brainstorming (5 minutes)

ASK students to brainstorm and list accessories of the computer.

ALLOW time for them to respond

WRITE their response on the flip chart/board

CLARIFY and **SUMMARIZE** by using the content below

- Any device added to a computer that performs an additional feature, but is not required.
- A good example of an accessory is the computer printer, which gives the computer the ability to print, but the computer would still work if it didn't have the printer.
- Below is a listing of computer accessories:-
  - Printer
  - Mouse pad
  - Projector
  - MIDI Keyboard
  - Scanner
  - Speakers
  - Webcam
  - Joystick

STEP 5: Functions of computer parts and accessories (25Minutes)

- The basic components of computer system are:-
  - Input Unit
  - Output Unit.
  - Central Processing Unit.
  - Storage Unit.

  - **Input Unit**
    - Input devices are the devices which are used to feed programs and data to the computer.
    - The input system connects the external environment with the computer system.
    - The input devices are the means of communication between the user and the computer system.
    - Typical input devices include the keyboard, floppy disks, mouse, microphone, light pen, joy stick, magnetic tapes etc.
    - The way in which the data is fed into the computer through each of these devices is different.
    - However, a computer can accept data only in a specific form.
    - Therefore these input devices transform the data fed to them, into a form which can be accepted by the computer.

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- The functions of the input unit are:-
  - Accept information (data) and programs
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  - Provide this converted data to the computer for further processing.

  - **The Output Unit**
    - The output devices give the results of the process and computations to the outside world.
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    - This is the brain of any computer system. The central processing unit or CPU is made of three parts:- control unit and arithmetic logic unit

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    - Data can be moved from the primary storage to the arithmetic logic unit a number of times before the entire processing is complete.
    - After the completion, the results are sent to the output storage section and the output devices.

  - **Storage Unit:-**
    - This is also called as Main Memory. Before the actual processing starts the data and the instructions fed to the computer through the input units are stored in this primary storage unit.
    - Similarly, the data which is to be output from the computer system is also temporarily stored in the primary memory.
    - It is also the area where intermediate results of calculations are stored.
    - The main memory has the storage section that holds the computer programs during execution. Thus the primary units are:-
      - Stores data and programs during actual processing
      - Stores temporary results of intermediate processing
      - Stores result of execution temporarily

STEP 7: Key Points (5 minutes)

- They are two parts of computer which are Hardware computer and Computer software
- Hardware computer is the collection of physical elements that constitutes a computer system.
- Computer software is the set of programs that makes the hardware perform a set of tasks in particular order
- Computer software is classified into two broad categories; System Software and Application Software
- Computer accessories are any device added to a computer that performs an additional feature, but is not required.
- The basic components of computer system are:-Input Unit, Output Unit, Central Processing Unit and Storage Unit.

STEP 8: Session Evaluation (5 minutes)

- What are the difference between hardware and software?
- What is the difference between computer application programs and operating systems?
- What are computer accessories ?
- What are functions of computer parts and accessories?

References

Coletti, P. (2015). *Basic Computer Course Book.* Retrieved on March 13, 2015, through www.paolocoletti.it/books/basiccomputer.pdf

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SESSION 3: BASIC COMPUTER FUNCTIONS

Total Session Time: 90 minutes

Learning Tasks

At the end of this session a leaner is expected to be able:

- Perform computer connections and start up
- Identify graphical user interface(GUI)
- Explain computer file
- Perform file management
- Transfer file from computer to removable disks

Resources Needed:

- Flip charts, marker pens, and masking tape
- Black/white board and chalk/whiteboard markers
- LCD Projector and computer
- Note Book and Pen

Step	Time (min)	Activity/ Method	Content
1	05	Presentation	Presentation of session title and learning tasks
2	20	Presentation/Demonstration	Perform computer connections and start up
3	10	Lecture Discussion	Graphical user interface(GUI)
4	10	Buzzing/Presentation	Computer file
5	15	Presentation/Demonstration	Performing file management
6	20	Presentation/Demonstration	Transferring file from computer to removable disks
7	05	Presentation	Key Points
8	05	Presentation	Session Evaluation

SESSION CONTENTS

STEP 1: Presentation of Session Title and Learning Objectives (5 minutes)

READ or ASK students to read the learning objectives

ASK students if they have any questions before continuing

STEP 2: Performing computer connections and start up (20 Minutes)

Steps in performing computer connections and start up.

Place the computer on a flat surface near a grounded wall outlet. Your computer is designed to be placed on the floor to conserve desk space, but can place it on any stable, flat surface.

Before you plug your computer into a wall socket, carefully read all the setup instruction in this user manual.

Step 1:- Make sure the voltage switch on the back of the computer is set for the kind of voltage system to which you will be connecting.

Step 2:- Plug the socket end of the computer's power cord into the recessed power socket.

Step 3:- Plug the other end of the power cord into a three-hole grounded outlet or power strip.

Step 4:-Place the monitor near the computer.

Step 5:-Connect the monitor power cord to the monitor.

Step 6:- Plug the power cord into a grounded electrical socket or the back of the computer.

Step 7:-Attach the monitor cable to the monitor, and then attach the monitor cable to the monitor port on the back panel of the computer.

Step 8:- Connect the mouse and the keyboard to the computer.

Step 9:- Turn on the computer and the monitor by press the power button.

Step 10: The computer is working.

Activity: Demonstration (10 minutes)

DIVIDE *students into small manageable group*

DEMONSTRATE to students on how to connect and start the computer using the steps below

ALLOW time for them to do return demonstrations

.

STEP 3: Graphical user interface(GUI) (10 Minutes)

Activity: brainstorming (5 minutes)

ASK students to brainstorm on GUI.

ALLOW time for them to respond

WRITE their response on the flip chart/board

CLARIFY and **SUMMARIZE** by using the content below

- Graphical user interface is a form of user interface that allows users to interact with electronic devices through graphical icons and visual indicators such as secondary notation, instead of text-based user interface, typed command labels or text navigation.
- Also, a graphical user interface (GUI) is a pictorial interface to a program.
- A good GUI can make programs easier to use by providing them with a consistent appearance and with intuitive controls like pushbuttons, list boxes, sliders, menus, and so forth.
- The GUI should behave in an understandable and predictable manner, so that a user knows what to expect when he or she performs an action. For example, when a mouse click occurs on a pushbutton, the GUI should initiate the action described on the label of the button.

STEP 4: Computer file (15 Minutes)

- Is an item that contains information for example, text or images or music
- When opened, a file can look very much like a text document or a picture that you might find on someone's desk or in a filing cabinet
- On a computer, files are represented with icons; this makes it easy to recognize a type of file by looking at its icon
- A file is the common storage unit in the computer
- All program and data are contained in a file
- Computer reads and writes file
- File extension enable user to recognize file.
- It normally have three letter sequence
- Some of the more common file extensions are as follows:
  - Microsoft Word.doc
  - Microsoft Excel.xls
  - Microsoft PowerPoint.ppt
  - Images .gif or .jpg
  - Video.mov or .mpg
  - Sound or Audio .mp3 or .wav

STEP 5: Performing file management (25Minutes)

- A file management in a computer can be done through windows explorer or My Computer.
- Windows Explorer displays the hierarchical list of files, folders, and storage drives (both fixed and removable) on your computer.
- It also list any network drives that have been mapped to as a drive letters on your computer. Windows explorer can be used to copy, move, rename, and search for files and folders. For example, to copy a file, you can open a folder that contains the desired file to be copied or moved and then just drag and drop the file to target folder or drive. ***Please see the figure 3.1.below***.

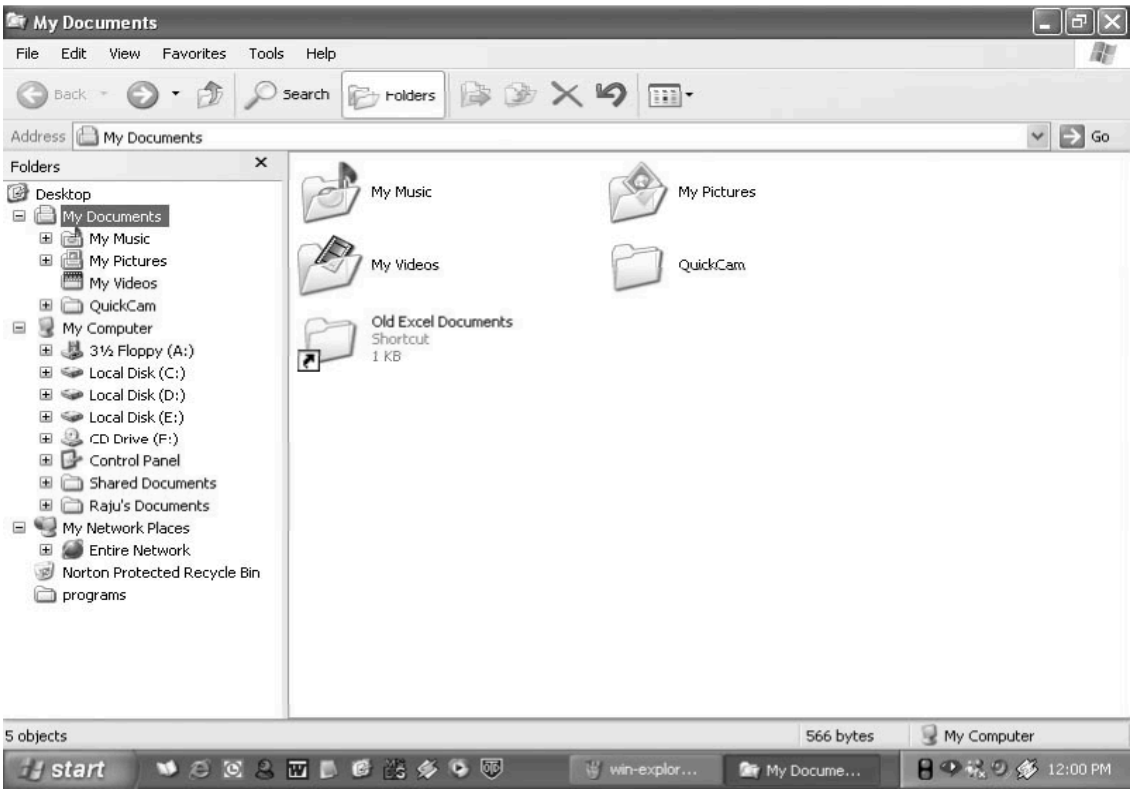


Figure 3.1:File Management

Source: *http://www.just.edu.jo/~mqais/CIS99/PDF/Ch.01_Introduction_%20to_computers.pdf*.

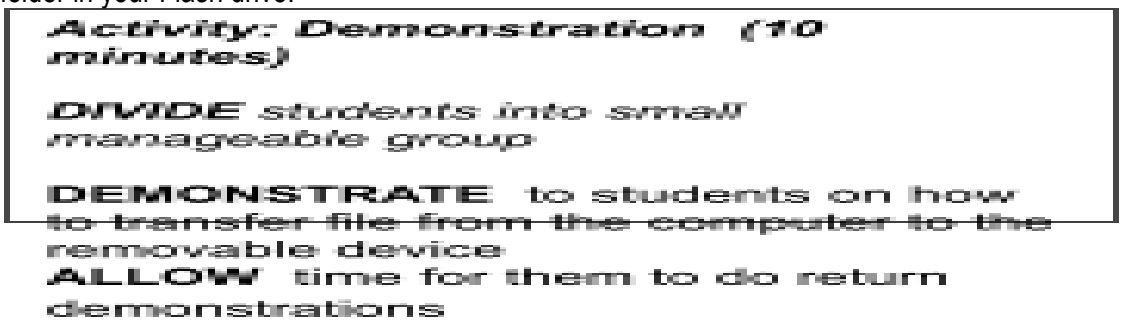
- When files or folders are deleted from hard disk, windows places them in the recycle bin, from where they can be retrieved, until the recycle bin is made empty.
- Files or folders deleted from a removable storage media such as network drive are permanently deleted and not sent to the recycle bin.

STEP 6: Transferring file from computer to removable disks (20Minutes)

Copying or moving a file or folder from computer to removable disk its involve the following procedure:-

- Insert or plug the removable disk/ Flash or external drive in your computer.
- Then, Click on Start, and the My Computer.

- Click the file or folder to be copied, if more than one file or folder can be copied at a time.
- To select more than one consecutive files or folders, click the first file or folder, press and hold down SHIFT key and then click the files or folders.
- And then select COPY .
- Then find the name of removable flash or external drive, then OPEN it and PASTE those file or folder in your Flash drive.



STEP 7: Key Points (5 minutes)

- Place the computer on a flat surface near a grounded wall outlet
- Graphical user interface is a form of user interface that allows users to interact with electronic devices through graphical icons and visual indicators
- A file management in a computer can be done through windows explorer or My Computer

STEP 8: Session Evaluation (5 minutes)

- What are steps in computer connections and start up?
- What is graphical user interface (GUI)?
- What is Computer file?
- How can you manage file in the computer?
- How can you transfer file from computer to removable disks

References

Coletti, P. (2015). *Basic Computer Course Book.* Retrieved on March 13, 2015, through www.paolocoletti.it/books/basiccomputer.pdf

EZ-REF *Courseware* (2007). *Microsoft Office 2007 Training Manual.* Retrieved on March 13, 2015, through http://s3.amazonaws.com/szmanuals/2f0785413c6ff4c31aa813c27f5d88a8

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SESSION 4: THE WORD PROCESSING APPLICATION

Total Session Time: 60 minutes

Learning Tasks

At the end of this session a leaner is expected to be able:

- Define word processing application(Microsoft word)
- Explain features of Microsoft word
- Open word processing application
- Create and format a word document
- Open and save document
- Print document

Resources Needed:

- Flip charts, marker pens, and masking tape
- Black/white board and chalk/whiteboard markers
- LCD Projector and computer
- Note Book and Pen

Step	Time (min)	Activity/ Method	Content
1	05	Presentation	Presentation of session title and learning tasks
2	20	Presentation/Demonstration	Definition of word processing application(Microsoft word)
3	10	Lecture Discussion	Features of Microsoft word
4	15	Lecture Discussion/ Demonstration	Opening word processing application
5	05	Presentation	Key Points
6	05	Presentation	Session Evaluation

SESSION CONTENTS

STEP 1: Presentation of Session Title and Learning Objectives (5 minutes)

READ or ASK students to read the learning objectives

ASK students if they have any questions before continuing

STEP 2 • Definition of word processing application(Microsoft word) (10 Minutes)

Activity: brainstorming (5 minutes)

ASK students to brainstorm on definition of word processing application

ALLOW time for them to respond

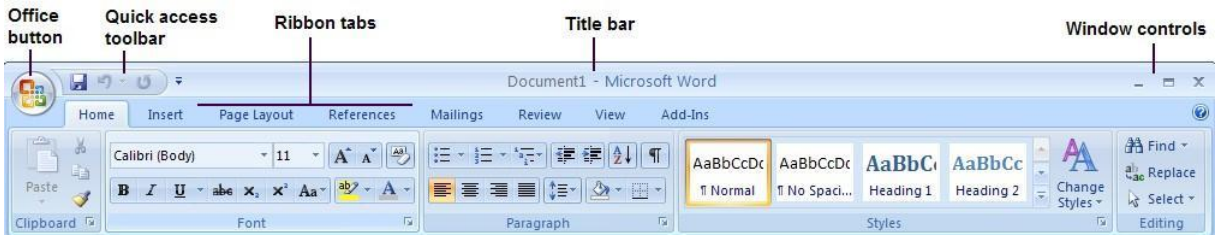
WRITE their response on the flip chart/board

CLARIFY and **SUMMARIZE** by using the content below

- Microsoft Word is a word-processing application that can be part of the Microsoft Office suite or a stand-alone program installed on to your computer.
- The program can be used to write letters and different types of documents that can include graphics and pictures.

STEP 3: Features of Microsoft word (15 Minutes)

- An overview of Microsoft Word 2007 window.
- If you've used previous version of Word you'll notice that the old menu system has been replaced by the Ribbon and Office button.



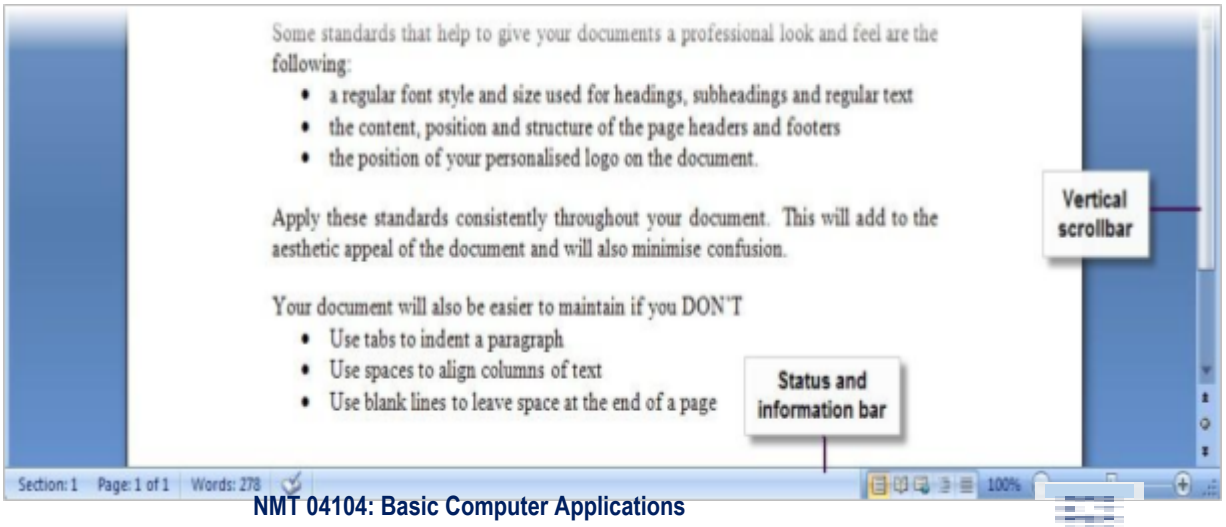


Figure 4.1: Feature of the Ms word

*The **Office button*** contains a menu of file-related commands. Click the Office Button to see the available commands. Select a command by clicking on it.

*The **Quick access toolbar*** provides a set of frequently used commands. The default options are to save a file, to undo the last action, and to repeat your most recent action.

*The **Ribbon tabs*** provide you with a set of tools that are relevant to what you are currently doing. In the example above, the ***Home*** tab contains formatting and editing options.

*The **Title bar*** displays the name of the program and the name of the current document. If you haven't named the document yet, then it will be called something like `Document1`.

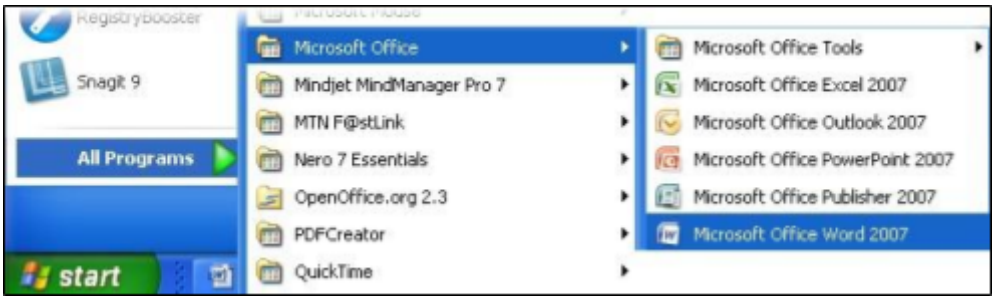
Window controls are used to change the size of a window, or to close it.

The ***Vertical scrollbar*** is used to scroll up and down the page. You can also click on the little down arrow below the scrollbar to move down the page. If your page is wider than the screen display, then you will also see a Horizontal scrollbar across the bottom of the window.

The ***Status and information bar*** displays useful information about your document, such as the page count and number of words.

STEP 4: Opening word processing application (10Minutes)

- To OPEN your Microsoft Word here are steps:-
  - Click the **Start** button-the Start menu appears
  - Point to the entry for **All Programs**
  - Click on the entry for **Microsoft Office-Word 2007**



Source: *https://open.uct.ac.za/4162/CET_MSWord_2007_Manualv1.2.pdf?sequence=1*

Activity: Demonstration (5 minutes)

DIVIDE students into small manageable group

DEMONSTRATE to students on how to open MS WORD

ALLOW time for them to do return demonstrations

STEP 5: Key Points (5 minutes)

- Microsoft Word is a word-processing application that can be part of the Microsoft Office suite or a stand-alone program installed on to your computer.
- Microsoft word has several features with commands such as Office button Quick access toolbar, Ribbon tabs, Title bar, Vertical scrollbar
- To open Ms word you go on the start menu you click, point to the all programs and then click on the Microsoft Office –word 2007

STEP 6: Session Evaluation (5 minutes)

- What is the word processing application(Microsoft word)?
- What are features of Microsoft word?
- How can you open word processing application?

References

Coletti, P. (2015). *Basic Computer Course Book.* Retrieved on March 13, 2015, through www.paolocoletti.it/books/basiccomputer.pdf

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SESSION 5 PREPARING DIFFERENT REPORTS USING WORD PROCESSING APPLICATION

Total Session Time: 90 minutes

Learning Tasks

At the end of this session a leaner is expected to be able:

- Open and save document
- Create and format a word document
- Print document

Resources Needed:

- Flip charts, marker pens, and masking tape
- Black/white board and chalk/whiteboard markers
- LCD Projector and computer
- Note Book and Pen

Step	Time (min)	Activity/ Method	Content
1	05	Presentation	Presentation of session title and learning tasks
2	20	Presentation/Demonstration	Opening and save document
3	40	Presentation/Demonstration	Creating and formatting a word document
4	15	Presentation/Demonstration	Printing document
5	05	Presentation	Key Points
6	05	Presentation	Session Evaluation

SESSION CONTENTS

STEP 1: Presentation of Session Title and Learning Objectives (5 minutes)

READ or ASK students to read the learning objectives

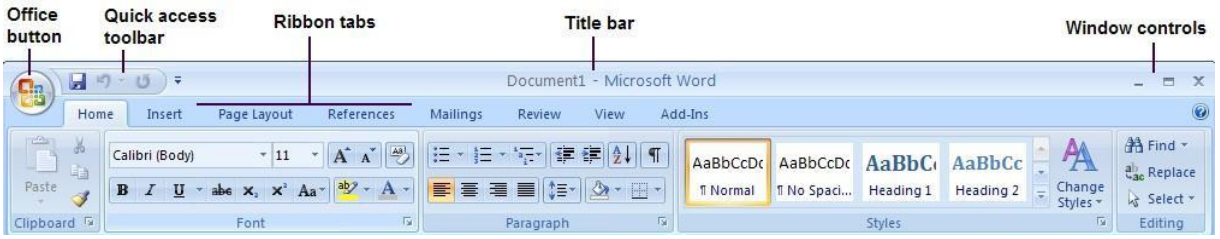
ASK students if they have any questions before continuing

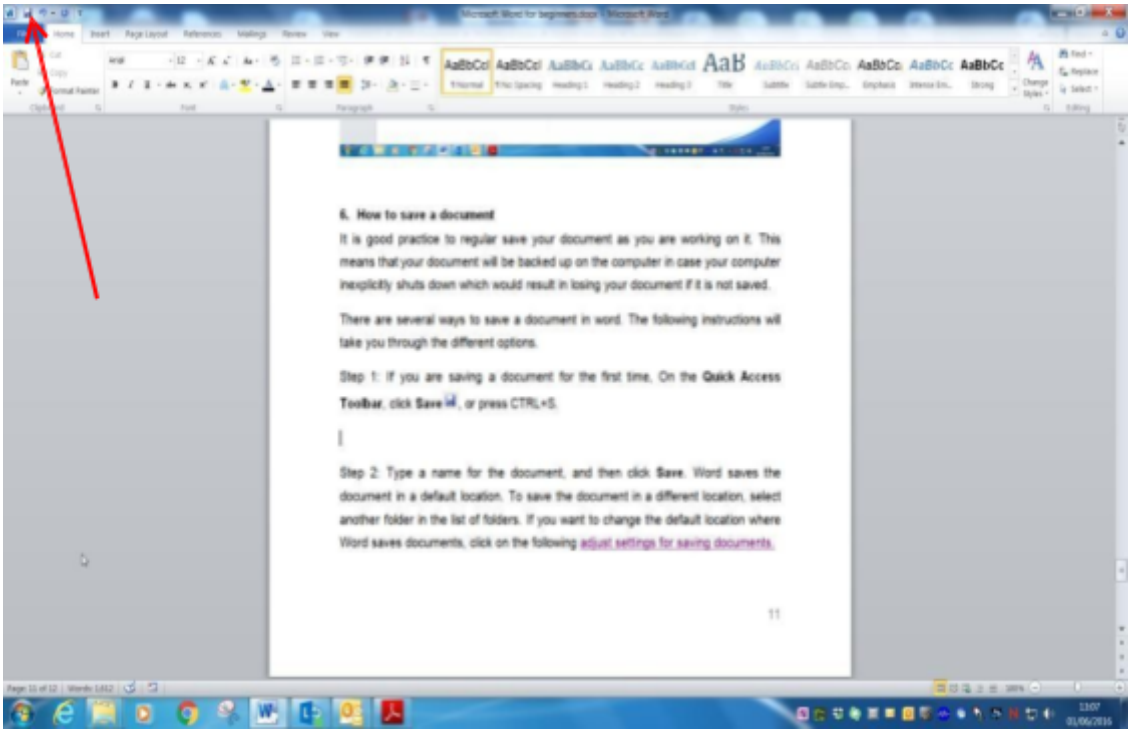
STEP 2 • Opening and saving document (10 Minutes)

- It is good practice to regular save your document as you are working on it.
- This means that your document will be backed up on the computer in case your computer inexplicitly shuts down which would result in losing your document if it is not saved.
- There are several ways to save a document in word.
- The following instructions will take you through the different options:-

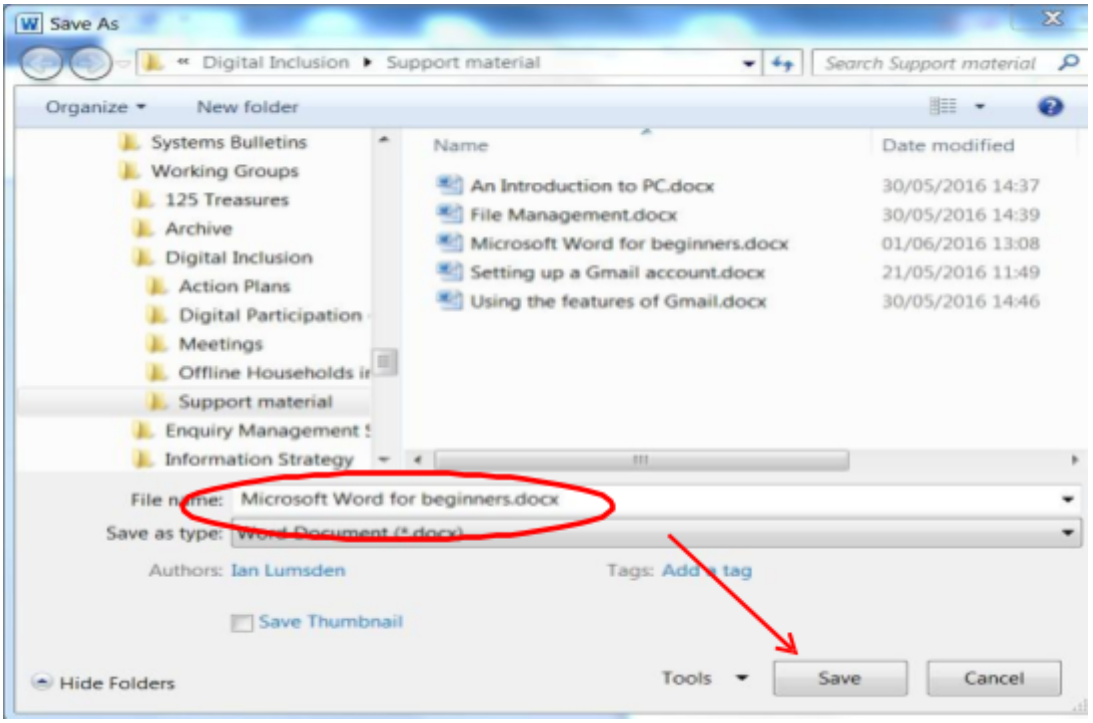
Step 1: If you are saving a document for the first time, on the 'Quick Access Toolbar',

Click 'Save' , or press 'CTRL+S'.





Step 2: Type a name for the document and then click “save” Word saves the document in a default location. To save the document in a different location, select another folder in the list of folders.



Activity: Demonstration (10 minutes)

DIVIDE *students into small manageable group*

DEMONSTRATE to students on how to open and save a word document
ALLOW time for them to do return demonstrations

STEP 3: • Creating and formatting a word document (40 Minutes)

- An overview of Microsoft Word 2007 window.
- If you've used previous version of Word you'll notice that the old menu system has been replaced by the Ribbon and Office button.

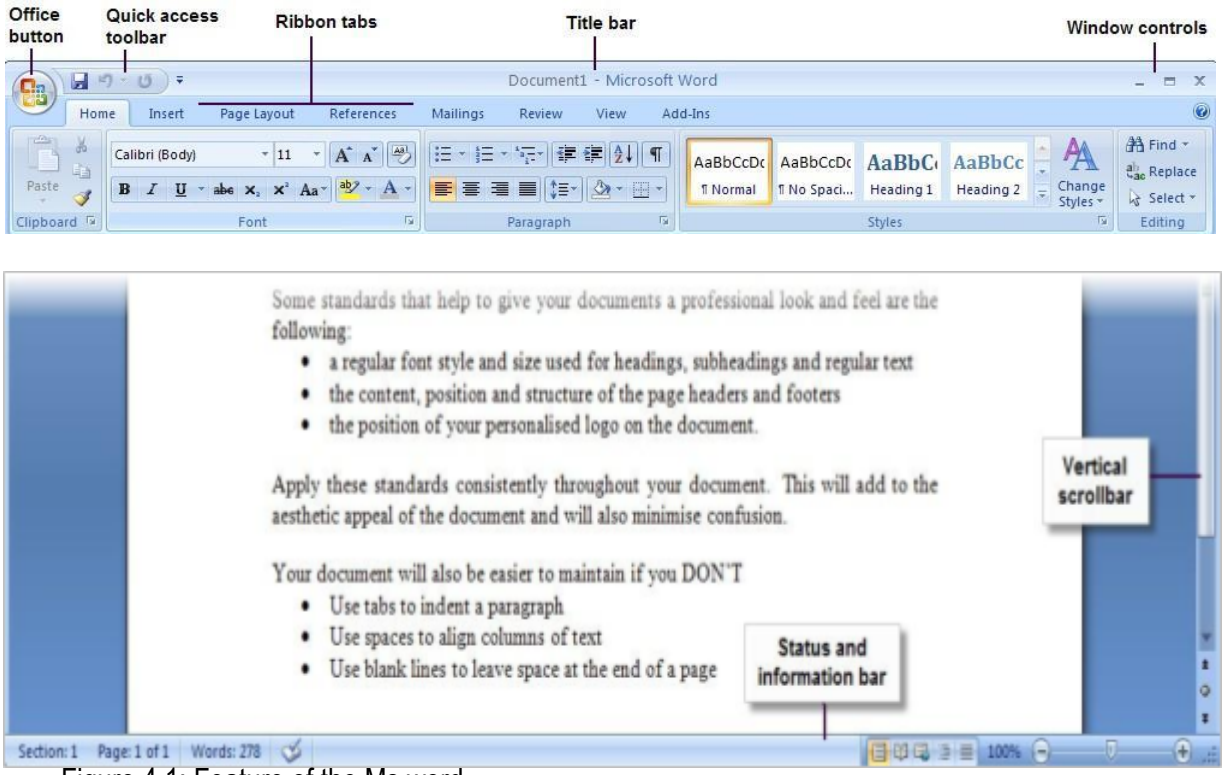


Figure 4.1: Feature of the Ms word

*The **Office button*** contains a menu of file-related commands. Click the Office Button to see the available commands. Select a command by clicking on it.

*The **Quick access toolbar*** provides a set of frequently used commands. The default options are to save a file, to undo the last action, and to repeat your most recent action.

*The **Ribbon tabs*** provide you with a set of tools that are relevant to what you are currently doing. In the example above, the ***Home*** tab contains formatting and editing options.

*The **Title bar*** displays the name of the program and the name of the current document. If you haven't named the document yet, then it will be called something like `Document1`.

Window controls are used to change the size of a window, or to close it.

The ***Vertical scrollbar*** is used to scroll up and down the page. You can also click on the little down arrow below the scrollbar to move down the page. If your page is wider than the screen display, then you will also see a Horizontal scrollbar across the bottom of the window.

The ***Status and information bar*** displays useful information about your document, such as the page count and number of words.

STEP 4: Opening word processing application (10Minutes)

- To OPEN your Microsoft Word here are steps:-
  - Click the **Start** button-the Start menu appears
  - Point to the entry for **All Programs**
  - Click on the entry for **Microsoft Office-Word 2007**

***Source**: https://open.uct.ac.za/4162/CET_MSWord_2007_Manualv1.2.pdf?sequence=1*

Activity: Demonstration (5 minutes)

***DIVIDE** students into small manageable group*

DEMONSTRATE to students on how to open MS WORD
ALLOW time for them to do return demonstrations

STEP 5: Creating and formatting a word document (20Minutes)

Copying or moving a file or folder from computer to removable disk its involve the following procedure:-

- Insert or plug the removable disk/ Flash or external drive in your computer.

- Then, Click on Start, and the My Computer.
- Click the file or folder to be copied, if more than one file or folder can be copied at a time.
- To select more than one consecutive files or folders, click the first file or folder, press and hold down SHIFT key and then click the files or folders.
- And then select COPY .
- Then find the name of removable flash or external drive, then OPEN it and PASTE those file or folder in your Flash drive.

Activity: Demonstration (10 minutes)

DIVIDE *students into small manageable group*

DEMONSTRATE to students on how to transfer file from the computer to the removable device
ALLOW time for them to do return demonstrations

STEP 7: Key Points (5 minutes)

- Microsoft Word is a word-processing application that can be part of the Microsoft Office suite or a stand-alone program installed on to your computer.
- Microsoft word has several features with commands such as Office button Quick access toolbar, Ribbon tabs, Title bar, Vertical scrollbar
- To open Ms word you go on the start menu you click, point to the all programs and then click on the Microsoft Office –word 2007

STEP 8: Session Evaluation (5 minutes)

- What is the word processing application(Microsoft word)?
- What are features of Microsoft word?
- How can you open word processing application?

References

Coletti, P. (2015). *Basic Computer Course Book.* Retrieved on March 13, 2015, through www.paolocoletti.it/books/basiccomputer.pdf

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SESSION 6: USING THE MICROSOFT EXCEL APPLICATION.

Total Session Time: 90 minutes

Learning Tasks

At the end of this session a leaner is expected to be able:

- Define common terms used in spread sheet application (Microsoft excel, workbook, worksheet, active cell, formula bar, Name box)
- Explain features of Microsoft excel
- Open spread sheet application(Microsoft excel)
- Enter data in excel worksheet
- Perform simple calculation
- Manipulate data
- Make charts and tables

Resources Needed:

- Flip charts, marker pens, and masking tape
- Black/white board and chalk/whiteboard markers
- LCD Projector and computer
- Note Book and Pen

SESSION OVERVIEW

Step	Time (min)	Activity/ Method	Content
1	5	Presentation	Presentation of session title and learning tasks
2	5	Presentation	Definition of term Microsoft Excel
3	5	Presentation	Features of Microsoft Excel
4	20	Presentation, Demonstration	Opening spread sheet application
5	20	Presentation/demonstration	Entering data in excel worksheet
6	20	Presentation/demonstration	Performing simple calculation
7	20	Presentation/demonstration	Manipulating data
8	20	Presentation/demonstration	Making charts and tables

9	05	Presentation	Key Points
10	05	Presentation	Session Evaluation

SESSION CONTENTS

STEP 1: Presentation of Session Title and Learning Objectives (05 minutes)

READ or ASK students to read the learning objectives

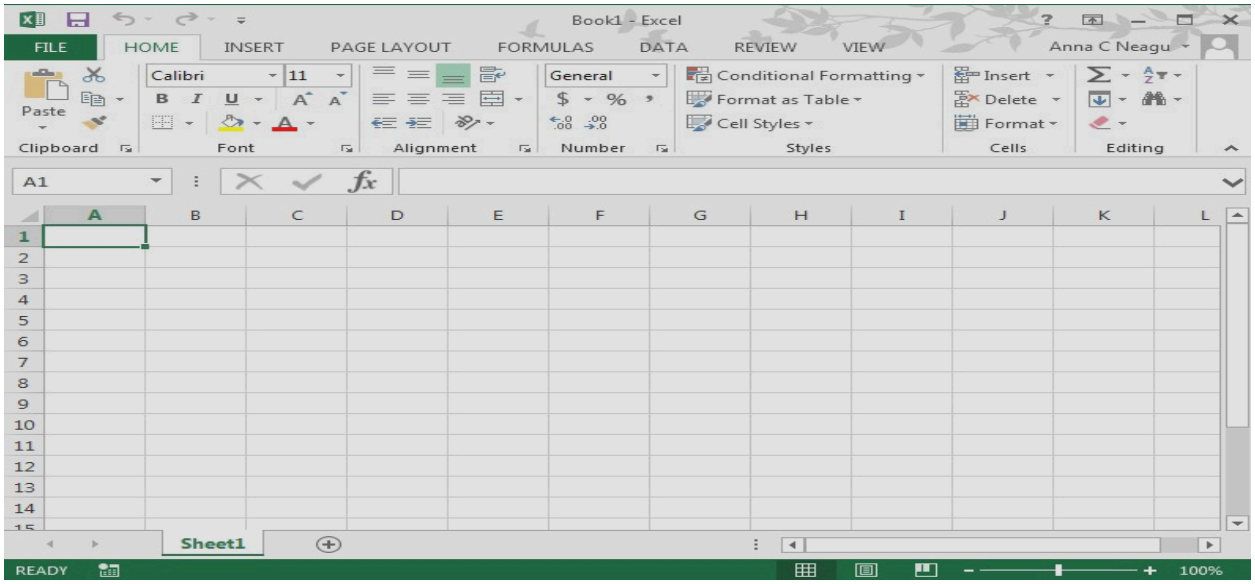
ASK students if they have any questions before continuing

STEP 2 • Definition of Microsoft Excel (05 Minutes)

- **Microsoft Excel is** a general-purpose electronic spreadsheet used to organize, calculate, and analyze data.
- The tasks you can complete with excel ranges from preparing a simple family budget, preparing a purchase order.
- Excel is all about number! There's almost no limit to what you can do with numbers in excel, including sorting, advanced calculations, and creating graphs
- **Active Cell**: - is the selected cell in which data is entered when you begin typing. Only one cell is active at a time. The active cell is bounded by a heavy border.
- **Formula Bar:-** is a bar at the top of the excel window that you use to enter or edit values or formulas in cells or charts.
- **Workbook: -** is a spreadsheet program file that you create in excel. A workbook contains worksheet of rows and columns in which you can enter and calculate data.
- **Worksheet: -** is a primary document that you use in excel to store and work with data. Sometime is called a spreadsheet. A worksheet consists of cells that are organized into columns and rows; a worksheet is always stored in a workbook.
- **Name box**: - is a box at left end of the formula bar that identifies the selected cell, chart item, or drawing object. To name a cell or range, type the name in the name box and press ENTER. To move to and select a named cell, click its name in the Name box.
- **Cell:** - is a box formed by the intersection of a row and column in a worksheet or a table, in which you enter information.
- **Cell reference**: - is a set of coordinates that a cell occupies on a worksheet. For example, the reference of cell that appears at the intersection of column B and Row 3 is B3.
- **Column: -** is a field that's assigned in a Pivot Table.

STEP 3 • Features of Microsoft Excel (05 Minutes)

In the Excel window the title bar display the name of your current workbook. Tabs at the bottom of the screen identify the different worksheet available to you.



STEP 4 • Opening Microsoft Excel (20 Minutes)

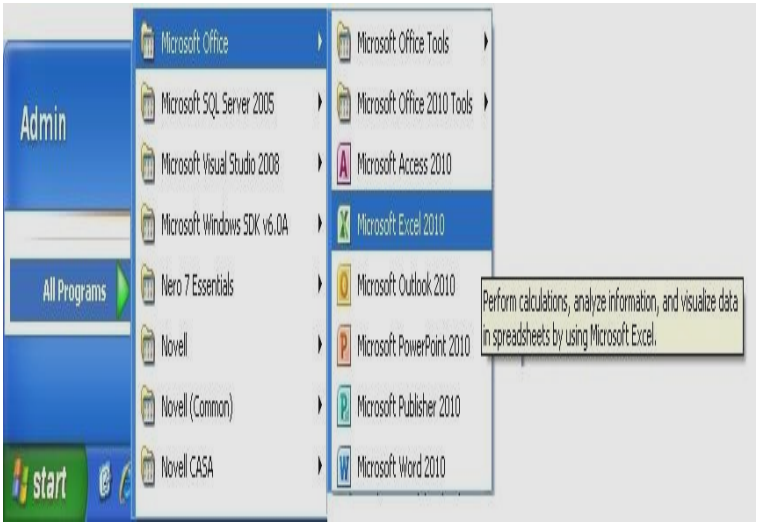
Activity: Demonstration (10 minutes)

DIVIDE *students into small manageable group*

DEMONSTRATE to students on how open Microsoft Excel

ALLOW time for them to do return demonstrations

- Steps of opening Microsoft Excel here are:-
  - Click the **Start** button-the Start menu appears
  - Point to the entry for All Programs
  - Click on the entry for Microsoft Office-Excel



STEP 5: Entering data in Excel Worksheet (20 Minutes)

Activity: Demonstration (10 minutes)

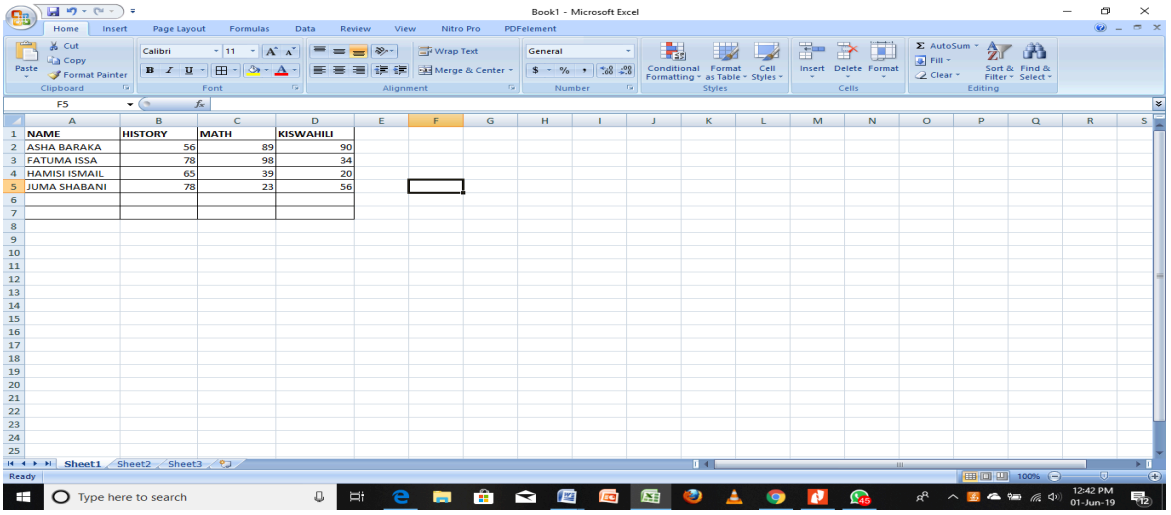
***DIVIDE** students into small manageable group*

DEMONSTRATE to students on how to enter data in Microsoft Excel

ALLOW time for them to do return demonstrations

To enter numbers or texts in excel worksheet these are procedure:-

- Click on the cell where you want the data to be stored, so that the cell becomes active.
- Type the number or text.
- Press ENTER to move the next row, or TAB to move to the next column.



STEP 6: Performing Simple calculations (20 Minutes)

Activity: Demonstration (10 minutes)

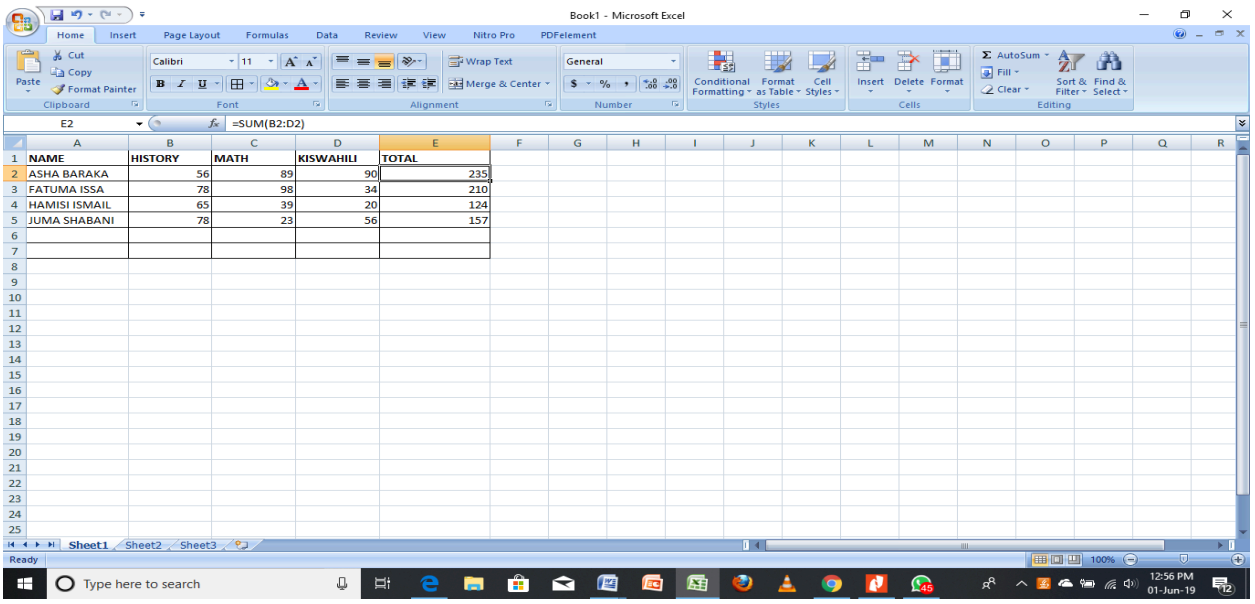
DIVIDE *students into small manageable group*

DEMONSTRATE to students on how to perform simple calculations

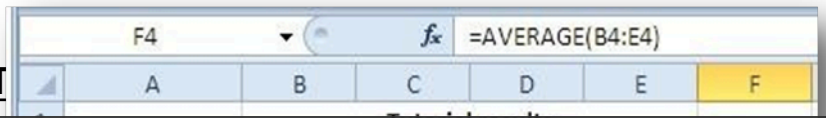
ALLOW time for them to do return demonstrations

Formulas and Functions

Cells can contain formulas and functions that calculate cell values. In our example, SUM(B2:D2) adds the value of each cell in cell in cell range B2:D2 and display the total in cell E2.



	A	B	C	D	E
1	NAME	HISTORY	MATH	KISWAHILI	TOTAL
2	ASHA BARAKA	56	89	90	235
3	FATUMA ISSA	78	98	34	210
4	HAMISI ISMAIL	65	39	20	124
5	JUMA SHABANI	78	23	56	157



ST

Activity: Demonstration (10 minutes)

DIVIDE *students into small manageable group*

DEMONSTRATE to students on how to manipulate data

ALLOW time for them to do return

– Subtraction

* Multiplication

/ Division

^ Exponentiation (“to the power of”)

& to join two text strings together

Some basic function most commonly used function include:-

SUM () To calculate the total of a set of numbers

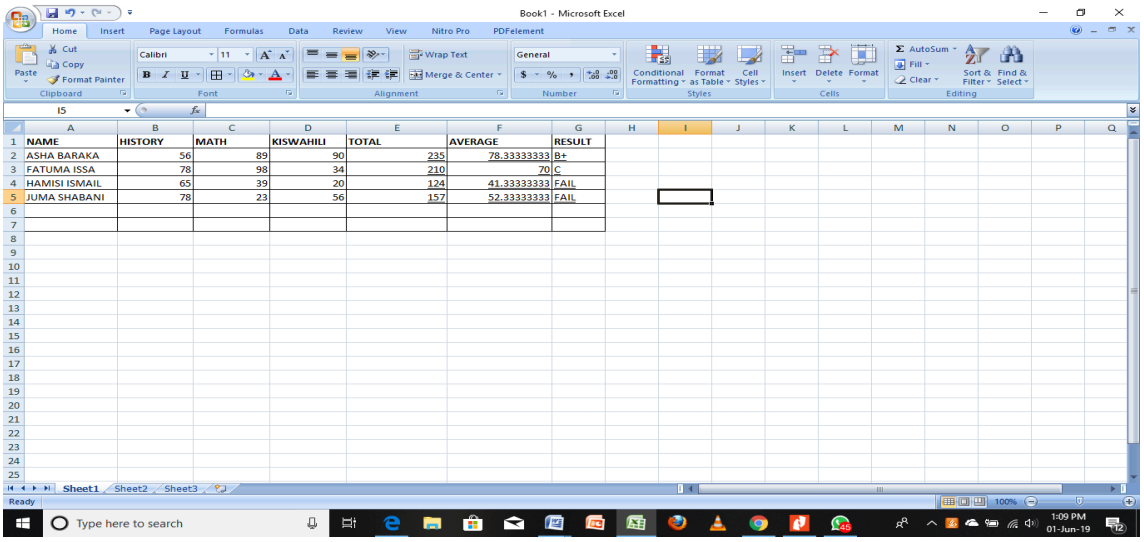
AVERAGE () To calculate the average of a set of numbers.

MAX () To calculate the maximum value within a set of numbers MIN ()

AVERAGE =AVERAGE (E2/3)

TOTAL= SUM (A2:D2)

RESULT =IF (F2>80,"A", IF (F2>75,"B+", IF (F2>65,"C","FAIL")))



STEP 8: Making Charts and tables (10 Minutes)

Activity: Demonstration (10 minutes)

DIVIDE students into small manageable group

DEMONSTRATE to students on how to make charts and tables

ALLOW time for them to do return demonstrations

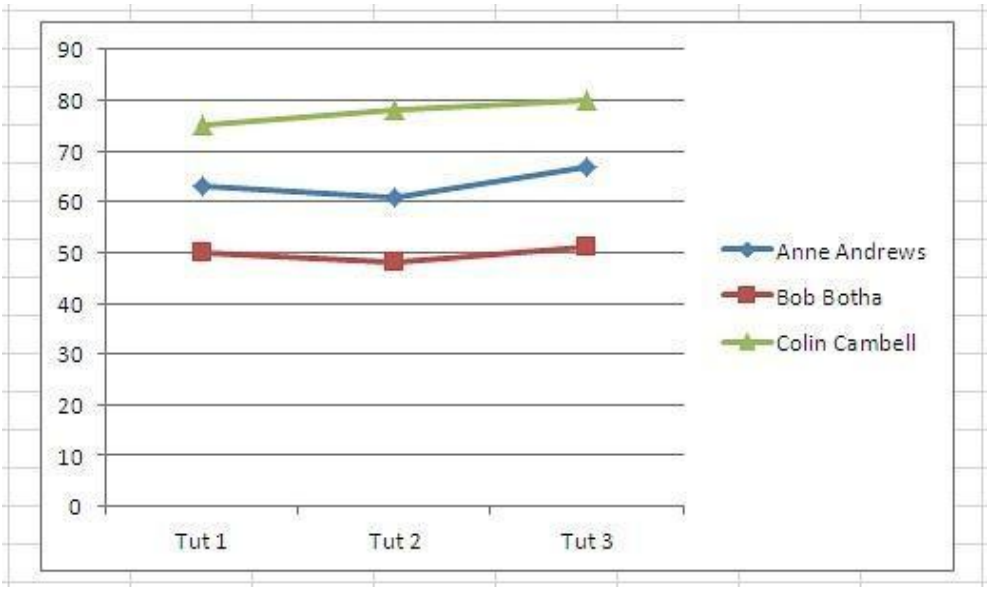
Creating a chart.

Its very easy to create a basic chart in MS Excel:-

1. Select the data that you want to include in the chart (together with column headings if you have them).

On the Insert tab, find the Chart group and select your preferred chart type

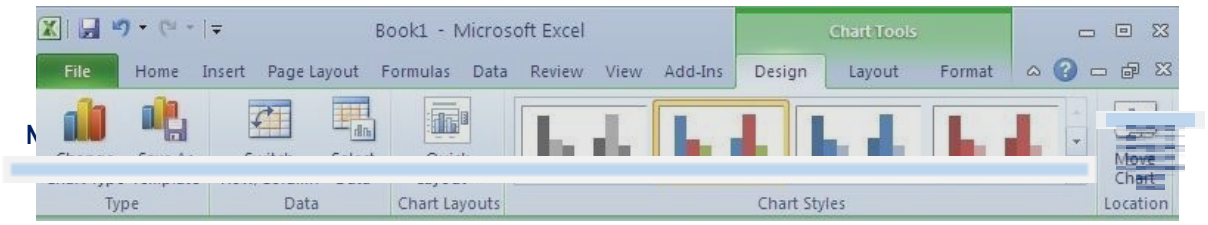
That's it! The chart appears in the current window. Move the cursor over the chart area and drag it to a new position.



Modifying a chart

When you click on a chart, a chart tools section appears with ***Design, Layout and Format*** *tabs.*

In the example below, I've used different option to change the chart type to Column and swapped the rows and columns. All it took was four mouse clicks!



STEP 9: Key Points (5 minutes)

- **Microsoft Excel is** a general-purpose electronic spreadsheet used to organize, calculate, and analyze data.
- The tasks you can complete with excel ranges from preparing a simple family budget, preparing a purchase order.
- Excel is all about number! There's almost no limit to what you can do with numbers in excel, including sorting, advanced calculations, and creating graphs
- **Active Cell**: - is the selected cell in which data is entered when you begin typing. Only one cell is active at a time. The active cell is bounded by a heavy border.
- **Formula Bar:-** is a bar at the top of the excel window that you use to enter or edit values or formulas in cells or charts.
- **Workbook: -** is a spreadsheet program file that you create in excel. A workbook contains worksheet of rows and columns in which you can enter and calculate data.

STEP 10: Evaluation (05 minutes)

What is worksheet?

What is cell?

What is column?

References

Coletti, P. (2015). *Basic Computer Course Book.* Retrieved on March 13, 2015, through www.paolocoletti.it/books/basiccomputer.pdf

EZ-REF *Courseware* (2007). *Microsoft Office 2007 Training Manual.* Retrieved on March 13, 2015, through http://s3.amazonaws.com/szmanuals/2f0785413c6ff4c31aa813c27f5d88a8

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SESSION 7: USING THE MICROSOFT POWER POINT APPLICATION

Total Session Time: 60 minutes

Learning Tasks

At the end of this session a leaner is expected to be able:

- Define term Microsoft PowerPoint
- Explain features of Microsoft PowerPoint
- Create slide for presentation
- Perform PowerPoint presentation

SESSION OVERVIEW

Step	Time (min)	Activity/ Method	Content
1	5	Presentation	Presentation of session title and learning tasks
2	5	Presentation	Definition of term Microsoft powerPoint
3	5	Presentation	Features of Microsoft powerPoint
4	20	Presentation/Demonstration	Creating slide for presentation
	15	Presentation/Demonstration	Performing PowerPoint presentation
5	5	Presentation	Key Points
6	5	Presentation	Session Evaluation

SESSION CONTENTS

STEP 1: Presentation of Session Title and Learning Objectives (5 minutes)

READ or ASK students to read the learning objectives

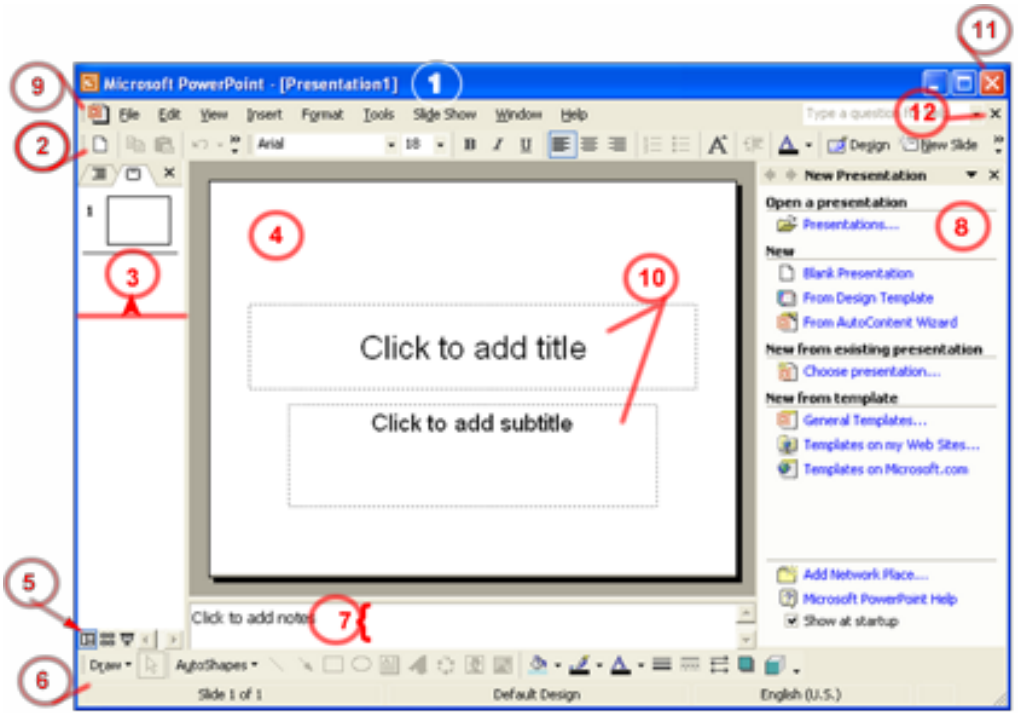
ASK students if they have any questions before continuing

STEP 2 • Definition of Microsoft powerPoint (05 Minutes)

- Power Point" refers to **Microsoft Power Point**, a program that allows the user to design a presentation that consists of multiple slides.
- These slides may contain images, text, video clips, and related of information.
- Power point is useful for delivering a speech, because the user can utilize text on the screen to remind him or herself of the information to be conveyed to the audience or to summarize his/her dialogue into more manageable and "friendly" sizes, as well as to entertain or explain graphs, charts, and related data

STEP 3 • Features of Microsoft powerPoint (05 Minutes)

The basic features of Microsoft Power Point are:-



1. **Title Bar**- Displays the name of the application followed by the title of the presentation
2. **Formatting Toolbar**:-Provides quick access to commands you need for formatting.
3. **Outline and Slides Tab**: - The slides tab gives you a thumbnail view of all the slides in the presentation and allows to rearrange their order; the outline tab adds textual content to the slides in an outline format.
4. **Slide Pane-** Area where you build the slide for your presentation.
5. **View Buttons**- Change the way you view the presentation; the Normal view (left button) is the default, the Slide sorter view (center button) shows you only the thumbnails and is used to sort and

rearrange the presentation, and the run view (right button) runs the presennntation from the current slide

6. **Drawing Toolbar**- Provide all the tools you need to draw and format object.

7. **Notes Pane**- Adds notes for yourself for each slide in your presentation

STEP 4 • Creating a New presentation (20 Minutes)

Activity: Demonstration (10 minutes)

DIVIDE *students into small manageable group*

DEMONSTRATE to students on how to create a new Presentation

ALLOW time for them to do return demonstrations

Using the AutoContent Wizard

1. If necessary, choose File > New to display the New Presentation pane

2. On the New Presentation pane, click on the AutoContent Wizard link

You will be walked through a series of question a about the presentation you are making, including a category for the type of information being presented and the method of delivery.

Using a Design Template

1. If necessary, choose File > New to display the New Presentation pane.

2. On the New Presentation pane, click on the from design Template link

3. The Slide Design pane will display on the right side of the screen with a variety of different templates to choose from.

4. Select the design of your choice from the slide Design pane.

5. Click **OK** to begin working with the first slide in the Normal View.

STEP 5 • Perform Power Point presentation. (15 Minutes)

Activity: Demonstration (10 minutes)

DIVIDE *students into small manageable group*

DEMONSTRATE to students on how to create a new Presentation

ALLOW time for them to do return demonstrations

On the **Slide Show** tab, in the **Start Slide Show** group, select From beginning.
Now, if you are working with Power Point on a single monitor and you want to display Presenter view, in **Slide Show view.** On the control bar at the bottom left, then select **Show Presenter View.**

STEP 9: Key Points (5 minutes)

- Power Point" refers to **Microsoft Power Point**, a program that allows the user to design a presentation that consists of multiple slides.
- These slides may contain images, text, video clips, and related of information.
- Power point is useful for delivering a speech, because the user can utilize text on the screen to remind him or herself of the information to be conveyed to the audience or to summarize his/her dialogue into more manageable and "friendly" sizes, as well as to entertain or explain graphs, charts, and related data
- .

STEP 10: Evaluation (05 minutes)

What are the features of Microsoft PowerPoint?

References

Coletti, P. (2015). *Basic Computer Course Book.* Retrieved on March 13, 2015, through www.paolocoletti.it/books/basiccomputer.pdf

EZ-REF *Courseware* (2007). *Microsoft Office 2007 Training Manual.* Retrieved on March 13, 2015, through http://s3.amazonaws.com/szmanuals/2f0785413c6ff4c31aa813c27f5d88a8

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SESSION 8: USING THE MICROSOFT PUBLISHER APPLICATION

Total Session Time: 60 minutes

Learning Tasks

At the end of this session a leaner is expected to be able:

- Define the term Microsoft publisher
- Explain features of Microsoft Publisher
- Design brochures, flyers and posters
- Print brochures flyers and posters
-

Resources Needed:

- Flip charts, marker pens, and masking tape
- Black/white board and chalk/whiteboard markers
- LCD Projector and computer
- Note Book and Pen

Step	Time (min)	Activity/ Method	Content
1	5	Presentation	Presentation of session title and learning tasks
2	5	Presentation	Definition of term Microsoft publisher
3	5	Presentation	Features of Microsoft publisher
4	20	Presentation/Demonstration	Designing brochures, flyers and posters
5	15	Presentation/demonstration	Printing brochures flyers and posters
6	5	Presentation	Key Points
7	5	Presentation	Session Evaluation

SESSION CONTENTS

STEP 1: Presentation of Session Title and Learning Objectives (5 minutes)

READ or ASK students to read the learning objectives

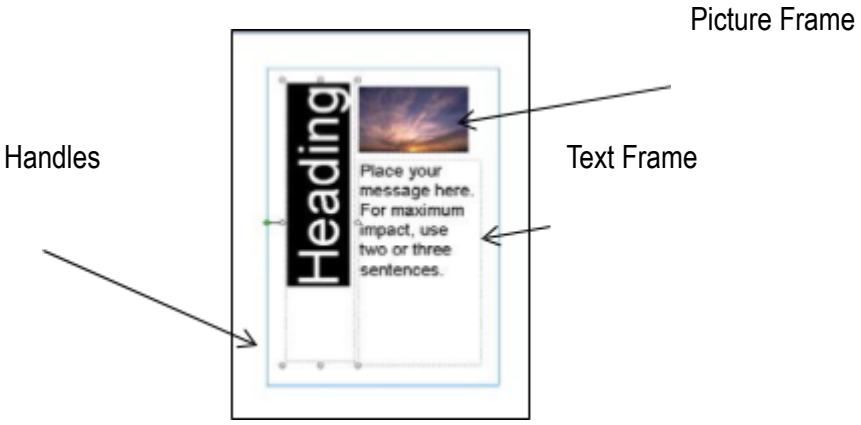
ASK students if they have any questions before continuing

STEP 2 • Definition of Microsoft publisher (05 Minutes)

Microsoft Publisher 2007 is a desktop publishing program that can be used to create a variety of publications. Using Publisher, you easily create business cards, greeting cards, calendars, newsletters and much, much more.

STEP 3 • Features of Microsoft publisher (05 Minutes)

- **Frame** – Most publications are divided into several different areas called frames. A frame can contain a variety of objects such as graphics, tables, or text boxes. Frames can be resized, moved and manipulated to suit your needs.
- **Handles –** When you click on a frame, small circles appear around the edge of the frame. These are called handles. You can click and drag on the handles to resize your frame.



Template - A Template is a tool used in Publisher to help you easily create basic publications. The template has a set of pre-chosen design styles that you can use as it is or customize as you see fit.

STEP 4 • Opening Publisher (20 Minutes)

Activity: Demonstration (10 minutes)

DIVIDE students into small manageable group

DEMONSTRATE to students on how to open Publisher

ALLOW time for them to do return demonstrations

To Open Publisher either:

Double click on the Microsoft Publisher Icon on your desktop, OR

-OR

Click on **Start** in the lower left hand corner of your desktop, move up to **Programs** and then click on ***Microsoft Publisher.***

STEP 5 • Design Calendar, Business card and Posters. (15 Minutes)

Activity: Demonstration (10 minutes)

DIVIDE *students into small manageable group*

DEMONSTRATE to students on how to design calendar, business card and posters

ALLOW time for them to do return demonstrations

1. When you first open Publisher, Publisher offers you a number of different publication types to start with.
2. Click on one of the publication types in the main window or in the list on the left side of the main window to view a list of templates that will walk you through the process of making basic design choices for your publication. These choices include color schemes, font styles, and more.

To Create a Calendar:

1. **Open Microsoft Publisher** by double clicking the icon on the desktop or finding it under the start menu.

2. Click on **Calendars** from the main window or the list on the left. A selection of pre-designed templates appears for you to choose from.

3. Click on one of the pre-designed templates that you like. It will appear at the top of the area on the right side of the page.

4. You can either stick with the default design choices that are part of the template, or you can customize them by clicking the downward pointing arrow to the right of a design section and choosing any of the options provided by clicking on it.

5. Click on the **Set Calendar Dates** button and choose the period of time that you would like your calendar to cover.

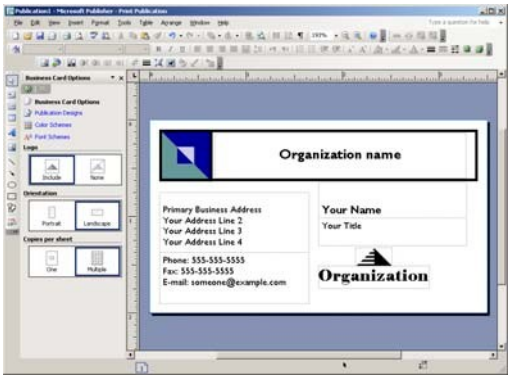
6. Click on **Create** at the bottom to create your calendar.

Creating a Business Card

1. Open **Microsoft Publisher** by double clicking the icon on the desktop or finding it under the start menu.
2. Click on **Publications for Print** then **Business Cards**, and finally **Accent Box Business Card**.

3. In the personal information form that opens, enter your own contact information and click on **OK**. (If you accidentally close your personal information and you want to edit it further, click on the **Edit** Menu and **Personal Information** to retrieve the form.)

4. In the task pane on the left side of the window, you are given different options you can adjust. As you click on the different steps at the top of the task pane, the options change on the lower part of the task pane.
5. Click on **Business Card Options**.
   a. Choose to **include** a logo.
   b. Choose the traditional **Landscape**
   c. Choose to have **multiple** copies per sheet



6. Click on **Publication Designs**.
   a. Leave the selected **Accent Box**.
   b. Click on **Color Schemes** and select the desired color scheme.
   1. Click on **Font Schemes** and select the desired font scheme.

Saving your publication

There are two basic ways to save your publication

Point and click on the save icon on your toolbar, or

-OR

1. Click on the **File** Menu and **Save As**.

2. When the Save As Dialogue Box appears Click **Browse** and find the location on your computer where you would like the file saved.

3. Type the name of your publication in the File Name field.

4. Click on the **Save**

- **Print calendar, business card and posters.**

There are two basic ways to print your publication:

Click on the print icon on your toolbar . This will print one copy of your publication with the default print options.

1. Click on the **File** Menu and click **Print**.

2. When the print window appears, select the desired number of copies and choose any other printing options you want.
3. Click **OK**.

STEP 6: Key Points (5 minutes)

To create calendar **Open Microsoft Publisher** by double clicking the icon on the desktop or finding it under the start menu.

Click on **Calendars** from the main window or the list on the left. A selection of pre-designed templates appears for you to choose from.

Click on one of the pre-designed templates that you like. It will appear at the top of the area on the right side of the page.

You can either stick with the default design choices that are part of the template, or you can customize them by clicking the downward pointing arrow to the right of a design section and choosing any of the options provided by clicking on it.

Click on the **Set Calendar Dates** button and choose the period of time that you would like your calendar to cover.

Click on **Create** at the bottom to create your calendar.

STEP 7: Evaluation (05 minutes)

- What is Microsoft publisher?
- What are features of Microsoft Publisher?
- How can you Design brochures, flyers and posters?
- How can you Print brochures flyers and posters in publish?

References

Coletti, P. (2015). *Basic Computer Course Book.* Retrieved on March 13, 2015, through www.paolocoletti.it/books/basiccomputer.pdf

EZ-REF *Courseware* (2007). *Microsoft Office 2007 Training Manual.* Retrieved on March 13, 2015, through http://s3.amazonaws.com/szmanuals/2f0785413c6ff4c31aa813c27f5d88a8

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ESSION 9: USING THE MICROSOFT ACCESS APPLICATION.

Total Session Time: 120 minutes

Learning Tasks

At the end of this session a leaner is expected to be able:

- Define the terms used in Microsoft access (database, report, data, table, field)
- Explain features of Microsoft access
- Open and Create simple data base
- Enter data into a simple created database
- Create simple report from a database
-

Resources Needed:

- Flip charts, marker pens, and masking tape
- Black/white board and chalk/whiteboard markers
- LCD Projector and computer
- Note Book and Pen

Step	Time (min)	Activity/ Method	Content
1	05	Presentation	Presentation of session title and learning tasks
2	5	Presentation	Definition of the terms used in Microsoft access (database, report, data, table, field)
3	10	Presentation	Features of Microsoft access
4	20	Presentation/Demonstration	Opening and Creating simple data base
	20	Presentation/demonstration	Entering data into a simple created database
	20	Presentation/demonstration	Creating simple report from a database
5	05	Presentation	Key Points
6	05	Presentation	Session Evaluation

SESSION CONTENTS

STEP 1: Presentation of Session Title and Learning Objectives (5 minutes)

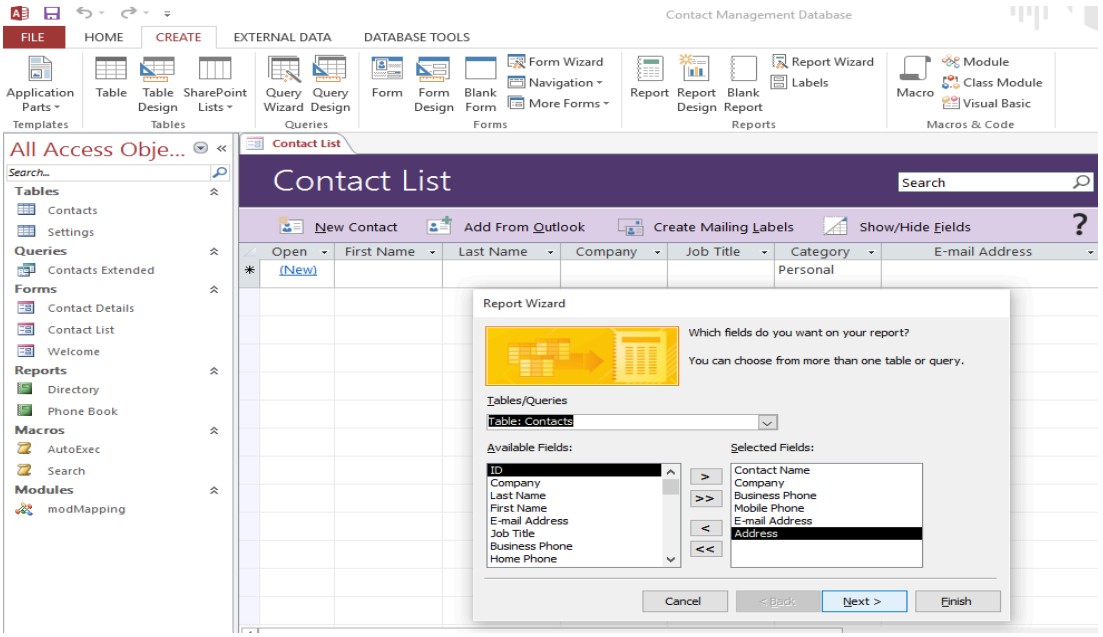
READ or ASK students to read the learning objectives

ASK students if they have any questions before continuing

STEP 2 • Definition of Microsoft access (database, report, data, table, field) (05 Minutes)

- **Database**: - is a collection of information that's related. Access allows you to manage your information in one database file.
- **Tables:** - are the one which store data in your database.
- **Queries**: - is the way you ask question about information stored in your tables.
- **Forms:** - are the one which allow you to view data stored in your tables.
- **Reports:** - are the one which allow you to print data based on queries/ tables that you have created.

STEP 3: Features of Microsoft Access (10 minutes)



STEP 4: Opening and Creating Simple Dtatabase (20 minutes)

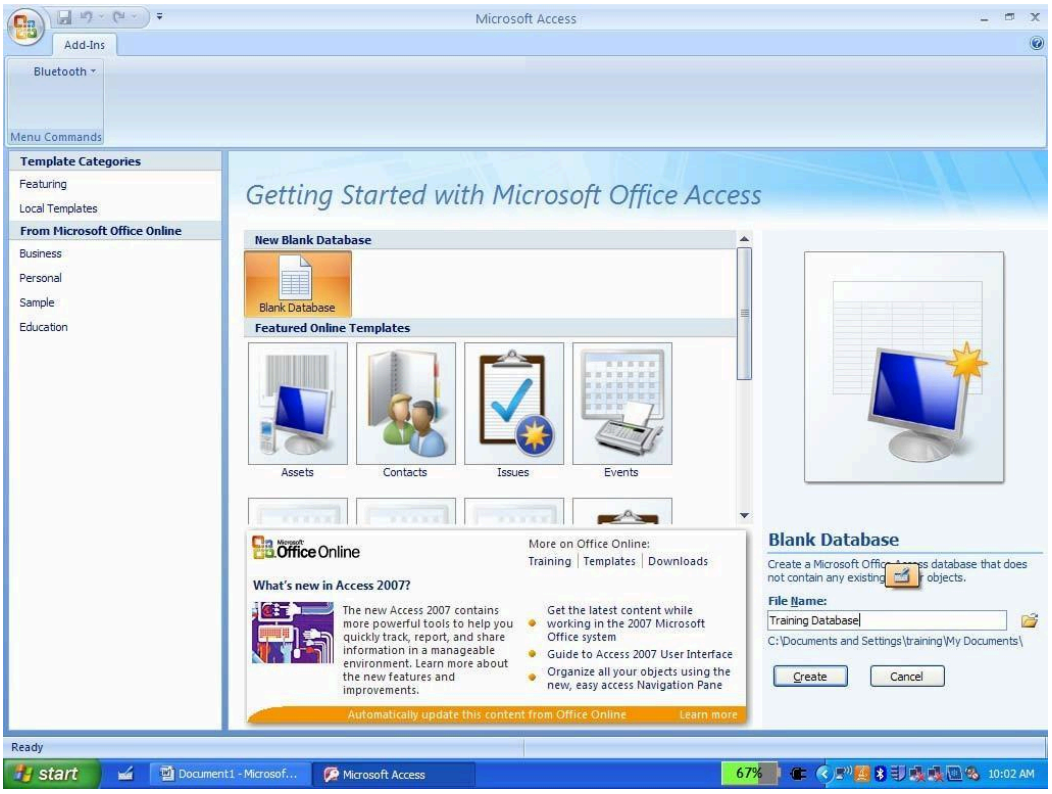
Activity: Demonstration (10 minutes)

DIVIDE students into small manageable group

DEMONSTRATE to students on how to open and create simple database

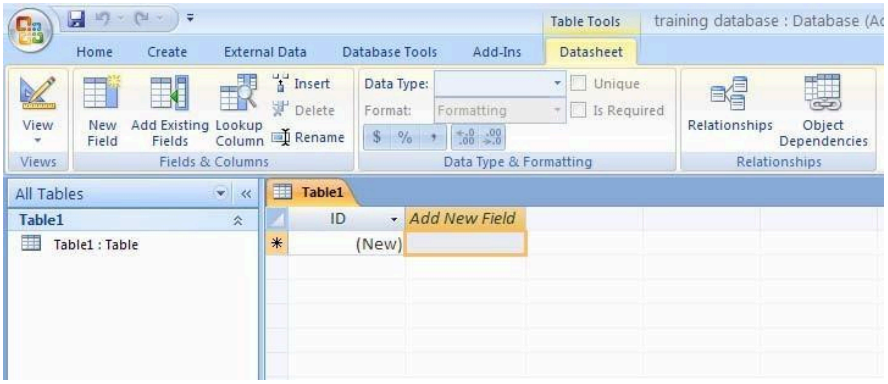
ALLOW time for them to do return demonstrations

1) Start Access



2) Select **Blank Database**
3) In the file Name Field enter a name for the database
4) Click **Create**

Microsoft Access automatically create a new table in the database called **Table 1.**This is a temporary name until the table is saved.



STEP 5:Entering Data into a Simple Created Database (20 minutes)

Activity: Demonstration (10 minutes)

DIVIDE students into small manageable group

DEMONSTRATE to students on how to enter data into a simple created database

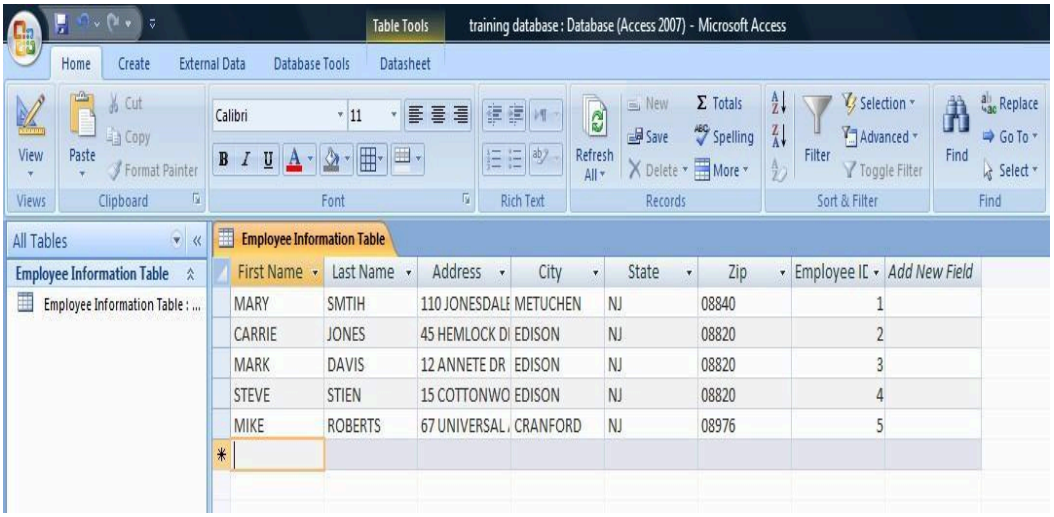
ALLOW time for them to do return demonstrations

Entering data in a table

1) Make sure you are in **Database View**

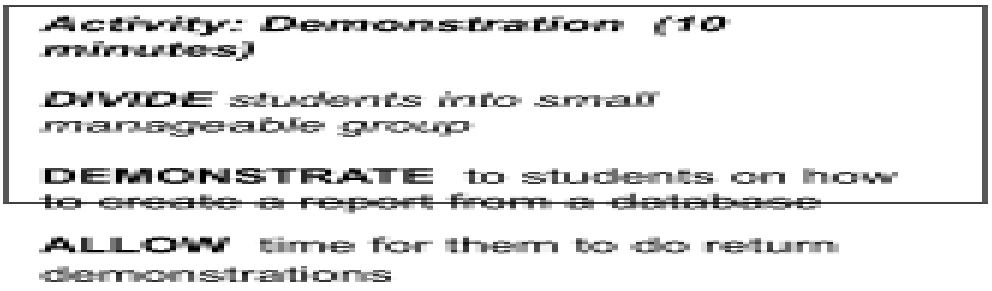
2) Enter the data into the table by pressing the tab key to move from one cell to another.

3) When you have completed the record (row), press **ENTER.**



When inputting data into the table, Access automatically saves the data after each new record.

STEP 6: Creating Simple Report from a Database (20 minutes)

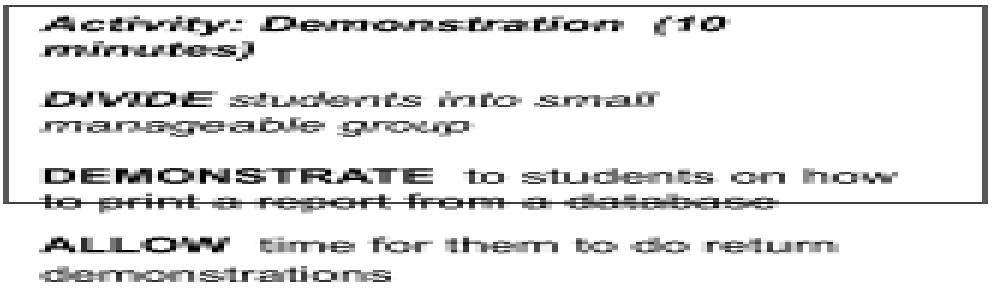


Reports can be based on tables or queries and can be made with the report wizard.

To Create a Report Using the Report Wizard:-

1) Click the **Create** tab on the Ribbon
2) Click the **Report Wizard** icon
3) Select the table or query upon which the report will be based
4) Select the fields that you want to include on the report by double clicking on them
5) Click **Next**
6) If you would like to add grouping to your report, select the field you wish to group by double clicking on it (Example: City)
7) Click **NEXT**
8) Select a style for the report
9) Click **NEXT**
10) Type a title for the report
11) Click **Finish**

STEP 7: STEP 6: Printing Report from a Database (20 minutes)



To Print a Report

1) Click the **Print** Icon on the Print Preview Ribbon
2) Select the **Printer**
3) Click **OK.**

STEP 8: Key Points (5 minutes)

- **Database**: - is a collection of information that's related. Access allows you to manage your information in one database file.
- **Tables:** - are the one which store data in your database.
- **Queries**: - is the way you ask question about information stored in your tables.
- **Forms:** - are the one which allow you to view data stored in your tables.
- **Reports:** - are the one which allow you to print data based on queries/ tables that you have created.

STEP 9: Evaluation (05 minutes)

- What are the features of Microsoft Access Aplication?

References

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SESSION 10: USING BASIC COMPUTER OPERATION TO SEARCH HEALTH INFORMATION.

Total Session Time: 120 minutes

Learning Tasks

At the end of this session a leaner is expected to be able:

- Define common terms used in computer communication(computer network, internet and email)
- Outline importance of using e-mail in communication
- Explain different search engine and online database used to search health information
- Search health information using search engines and online databases(Google, WHO and MOHCDGEC database)
- Create email account
- Send email
-
- Create simple report from a database
-

Resources Needed:

- Flip charts, marker pens, and masking tape
- Black/white board and chalk/whiteboard markers
- LCD Projector and computer
- Note Book and Pen

Step	Time (min)	Activity/ Method	Content
1	05	Presentation	Presentation of session title and learning tasks
2	5	Presentation	Definition common terms used in computer communication(computer network, internet and email)
3	10	Brainstorming, Presentation	Importance of using e-mail in communication
4	15	Presentation	Different search engine and online database used to search health information
	25	Presentation/demonstration	Searching health information using search engines and online databases(Google, WHO and MOHCDGEC database)

	30	Presentation, Demonstration	Creating and email account and sending email
	20		Sending an email
5	05	Presentation	Key Points
6	05	Presentation	Session Evaluation

SESSION CONTENTS

STEP 1: Presentation of Session Title and Learning Objectives (05 minutes)

READ or ASK students to read the learning objectives

ASK students if they have any questions before continuing

STEP 2 • Definition common terms used in computer communication(computer network, internet and email) (02 Minutes)

- **Computer**: - is an electronic device that stores, retrieves, and processes data, and can be programmed with instructions. And it's designed to perform arithmetic and logical operations automatically.
- **Network**: - is a group of computers and other devices connected in some ways so as to be able to exchange data.
- **Internet**:- is a network of networks that consists of millions of private, public, academic, business, and government networks, of local to global scope, that are linked by a broad array of electronic, wireless and optical networking technologies.
- **E-mail**:- is a paperless method of sending messages, notes, or letters from one person to another or even many people at the same time via Internet.

STEP 3• Importance of using e-mail in communication (10 Minutes)

Activity: brainstorming (5 minutes)

ASK students to brainstorm on importance of email in communication

ALLOW time for them to respond

WRITE their response on the flip chart/board

CLARIFY and **SUMMARIZE** by using the content below

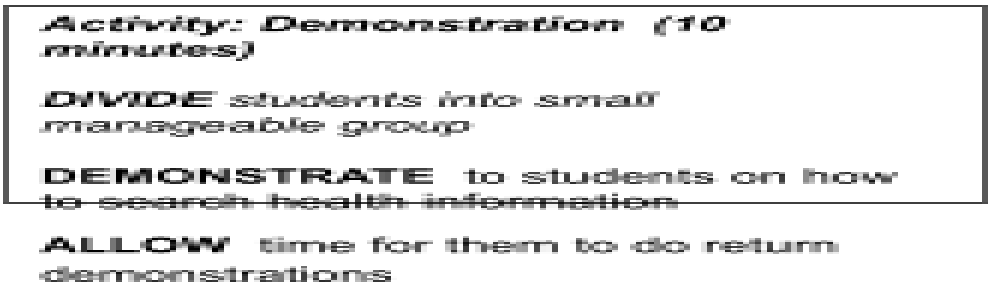
- **Cheap**- sending an email costs the same regardless of distance and the number of people you send it to.

- **Fast**- an email should reach its recipient in minutes, or at the most within a few hours.
- **Convenient**- your message will be stored until the recipient is ready to read it, and you can easily send the same message to a large number of people
- **Permanent-** you can keep a record of message and replies, including details of when a message was received.

STEP 4• Different Search Engine and Online Database used to Search Health Information (15 Minutes)

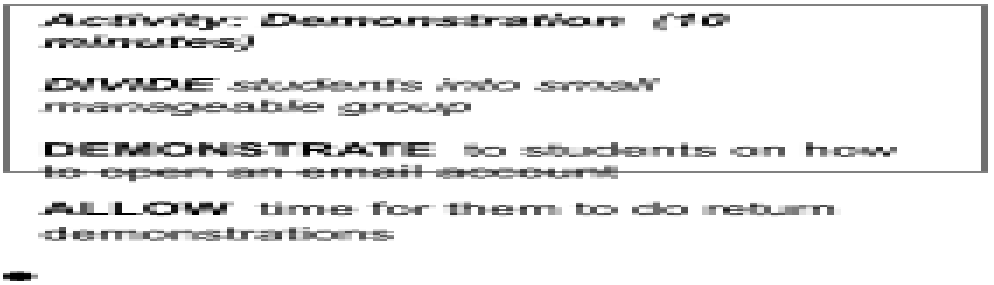
- **Pub Med** is probably the first online search engine that comes to mind for health writers.
- It is a free online archive of medical journal articles maintained by the United States National Institutes of Health's National Library of Medicine (NLM).
- **Ovid** is a comparable search engine to Pub Med. Its advantage over Pub Med is it searches more database in addition to MEDLINE, including EMBASE and the Cochrane Database of Systematic Reviews (CDSR).
- **Web of Science** is a large database to search for scholarly research data on emerging trends if you're writing protocols or guidelines. It covers over 250 disciplines in science, social science, arts and humanities.
- **Science Direct** is a full text scientific database, which can really help you writing when you need to read more than abstract.
- **Scopus** is a large database of over 60 million peer-reviewed literature also owned by Elsevier. Scopus interfaces with the EMBASE and MEDLINE database to search records for journal article.
- **Cochrane Library** is a subscription-based search platform where database of systematic reviews of MEDLINE and EMBASE, Cochrane protocols are included.
- **Google Scholar** is a free medical journal search engine indexing journal articles from a variety of database. If you regularly use Google to search online, using Google Scholar will come quite naturally and you can easily navigate and filter the result to suit your search.

STEP 6: Searching Health Information Using Search Engines And Online Databases (Google, WHO And MOHCDGEC Database) (25 minutes)



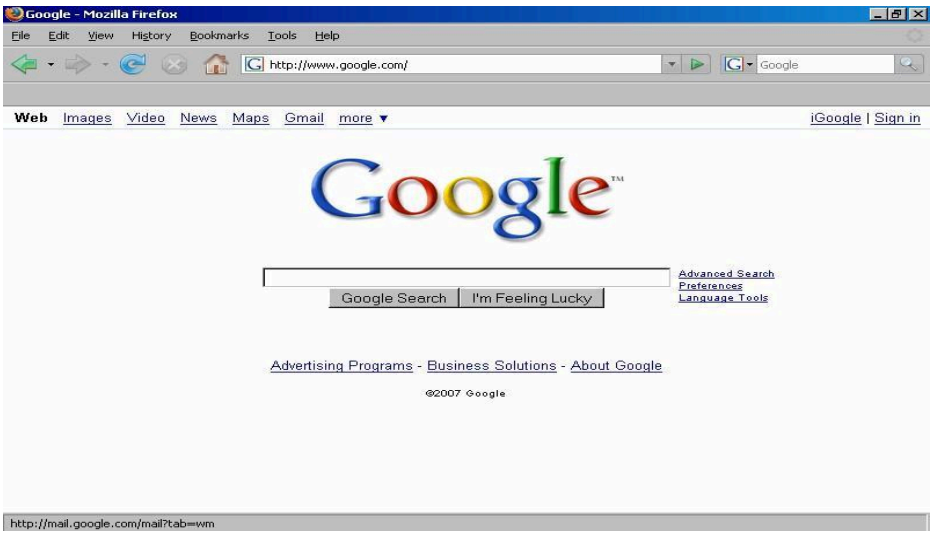
- Open the browser
- Typing any search engine
- Open the health information.
- Type what you want to search

STEP 6: Creating email account (30 minutes)

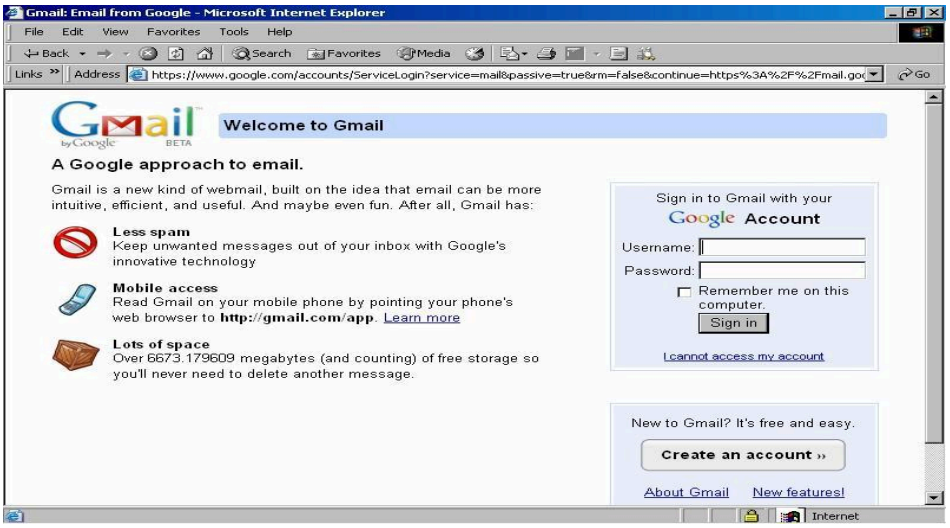


Steps of open an email account

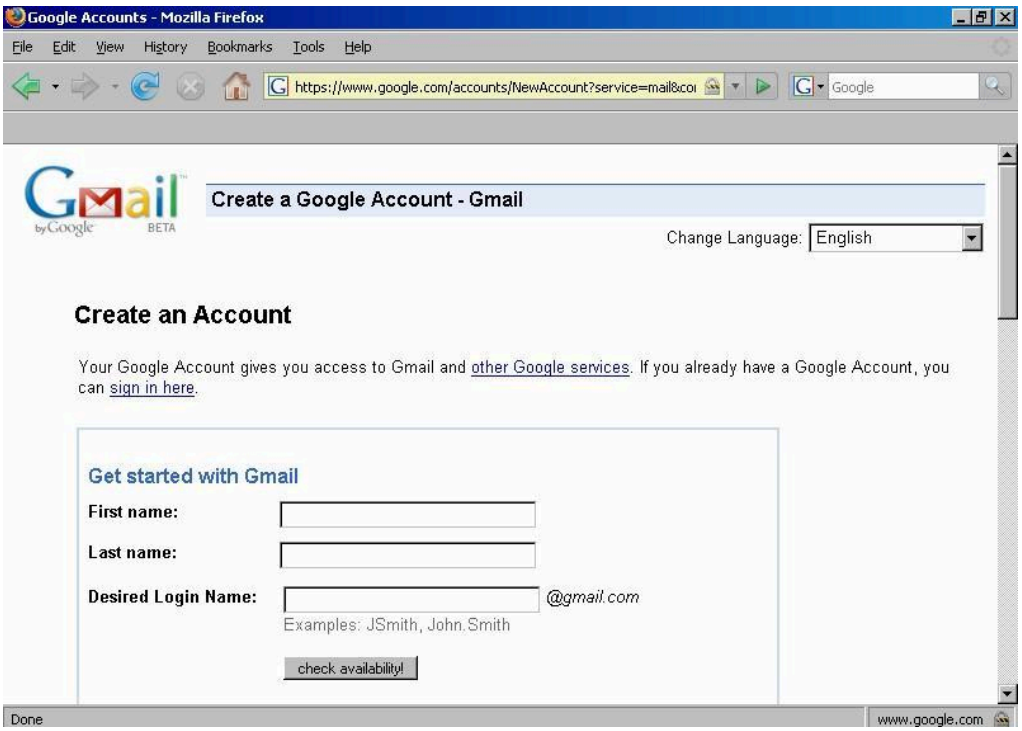
Step 1: Open the internet explorer and type the address: http://www.google.com. You should arrive to a screen that looks like this:



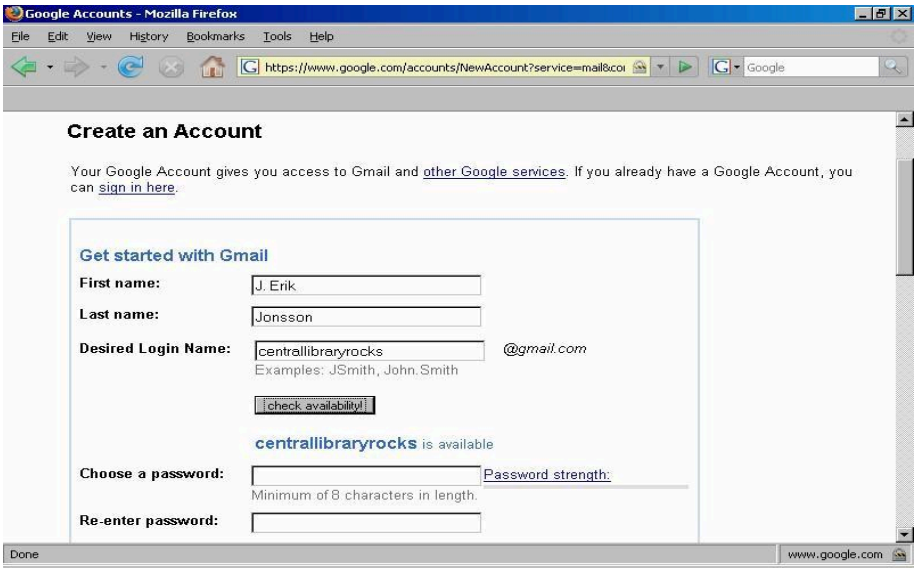
Step 2: Click on the link near the top of the page that says, "Gmail".



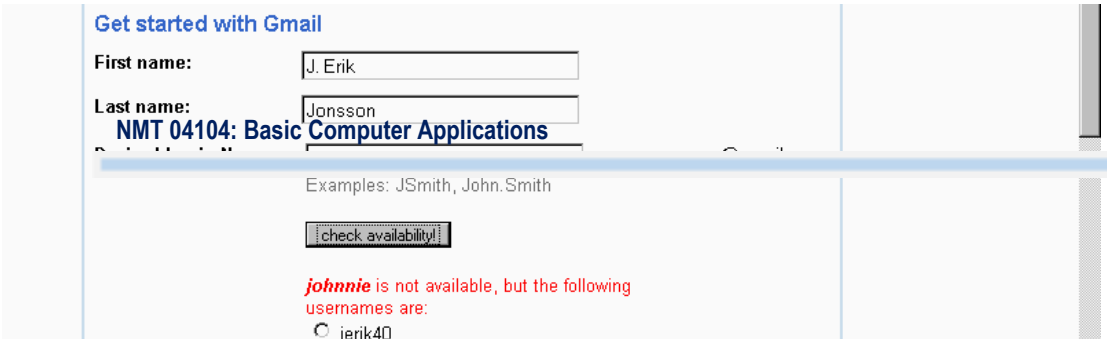
Step 3: Click on the gray button in the right hand corner of the screen that says, "Create an account".



Step 4: Type in your first and last name in the appropriate boxes. If your are uncomfortable using your real name you can make one up. In the box next to “Desired Login Name”, you will type what you want to be your e-mail name. This can be your first and last name or a nickname or anything else. It MUST be at least 6 letters or characters long. Once you’ve typed it in the box click on the gray button that says, “Check Availability”.



If your name is already taken this screen will appear, don’t panic.



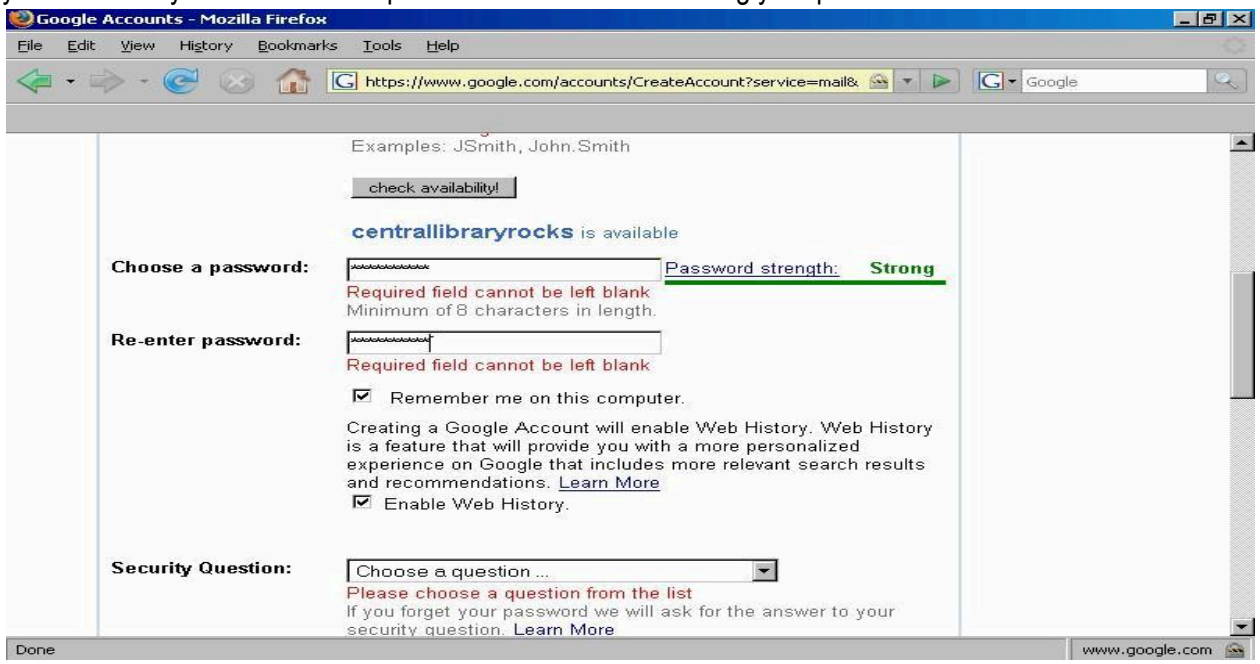
Try typing some number after your name until your screen says your name was available.

Step 5: Now you must create a secret word so that only you can access your e-mail account. It has to be at least eight letters/characters long and can include numbers and capitalized letters. The password strength means that your word is hard for someone to guess. The way you can increase the strength is by using a number or capital letter. A combination of these two things in your password creates the maximum strength.

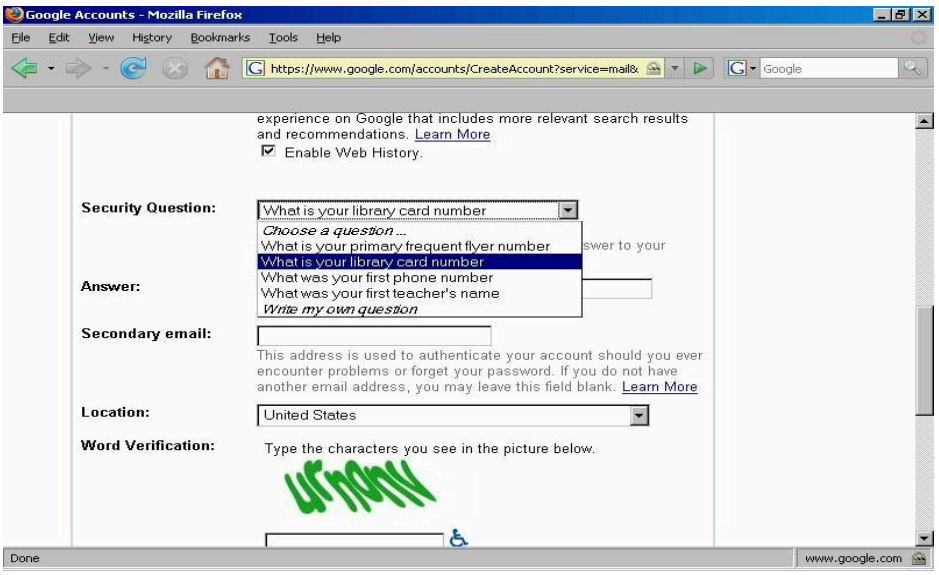
Example:

Password:	Strength:
Librariesrock	Weak
LibrariesRock	Medium
LibrariesRockx10	Strong

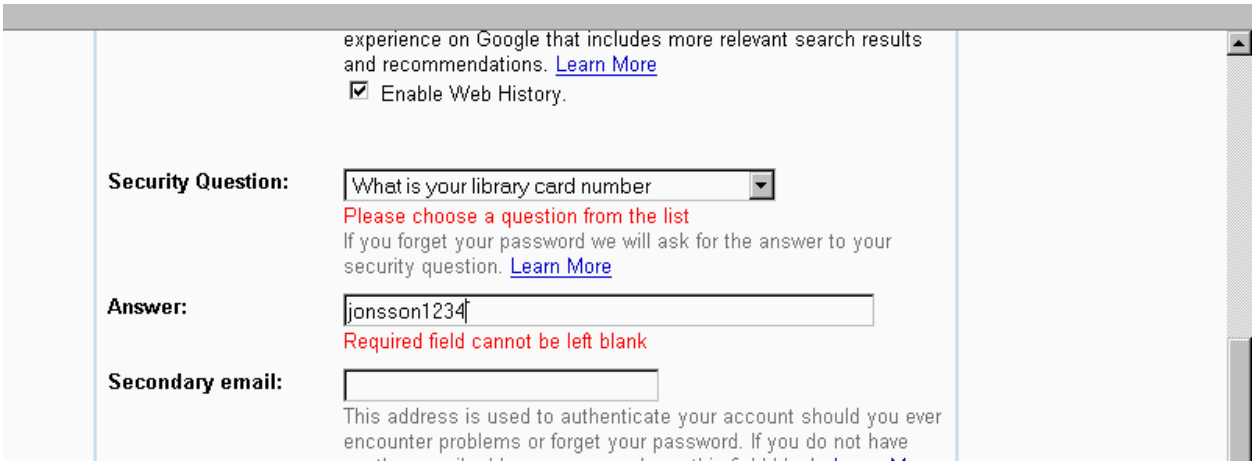
****REMEMBER:** Password is case sensitive, meaning if you use a capital letter in your password then you must always remember to capitalize the letter when entering your password.



Step 6: Now we have to make a secret question and answer. This in case you forget your password, then Gmail will be able to know its you and give it to you.
Select one of the question and type in an answer that only you'll know and remember.

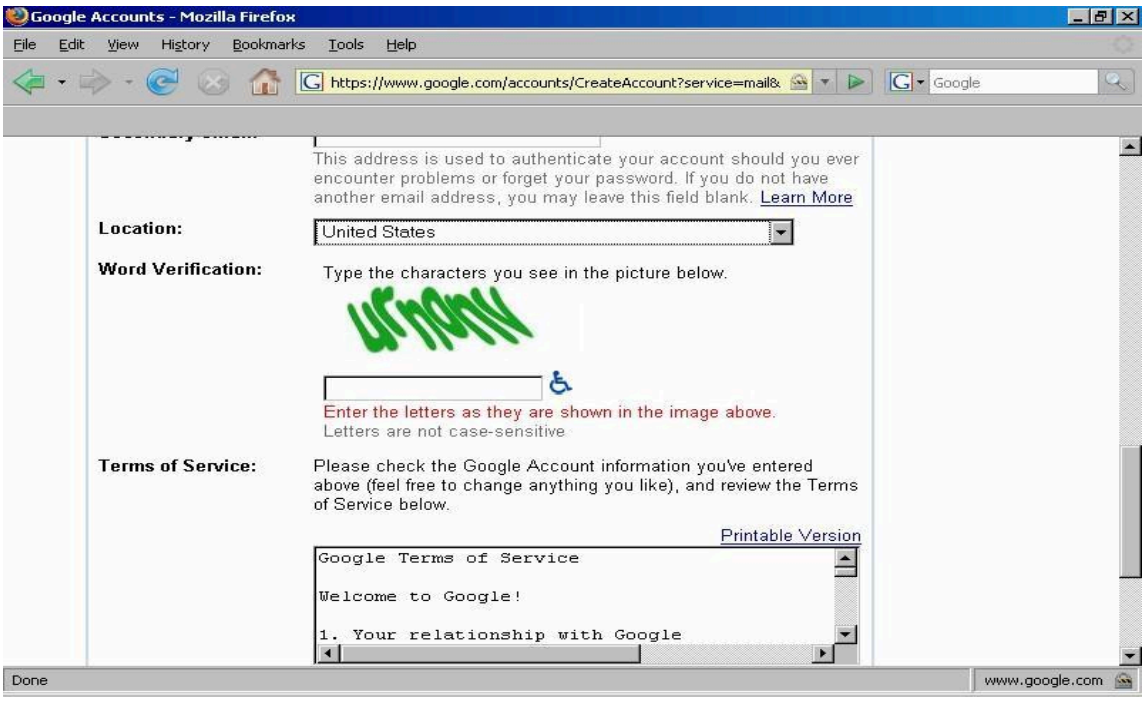


Your screen should now look something like this:



Doesn't worry if you don't have another e-mail address; just leave the "Secondary email" box blank.

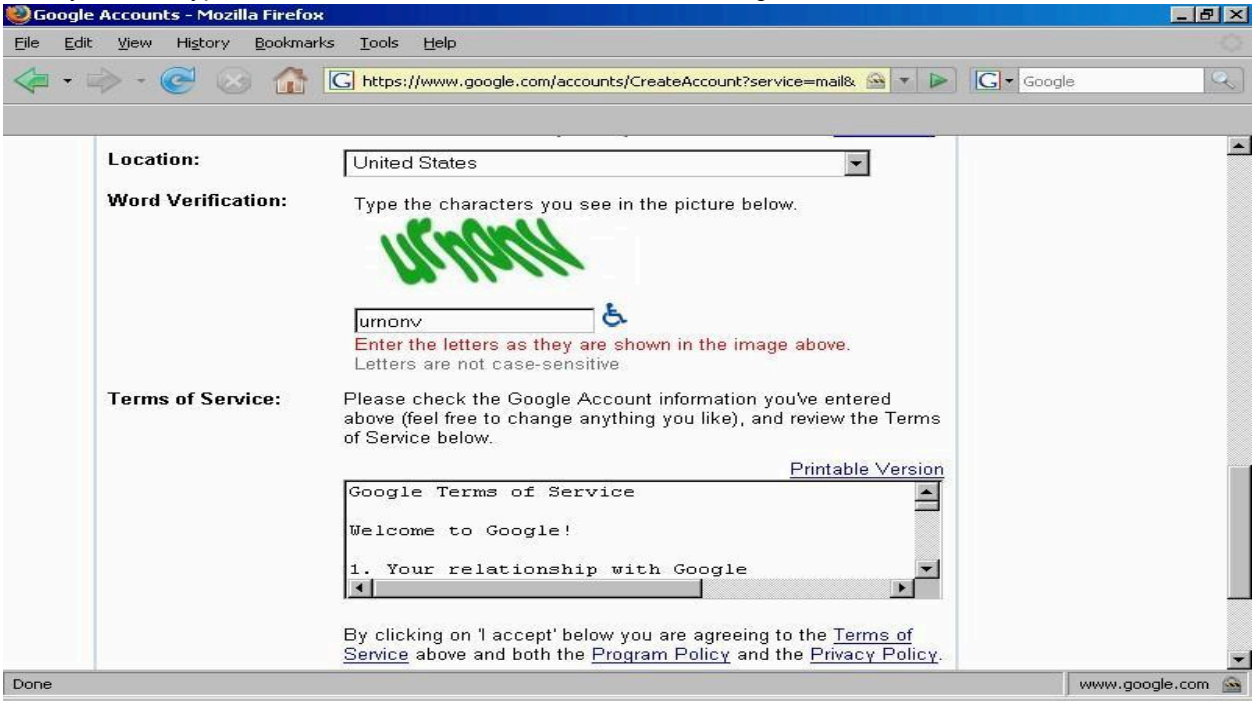
Step 7: Now scroll down the page and your screen should look something like this:-



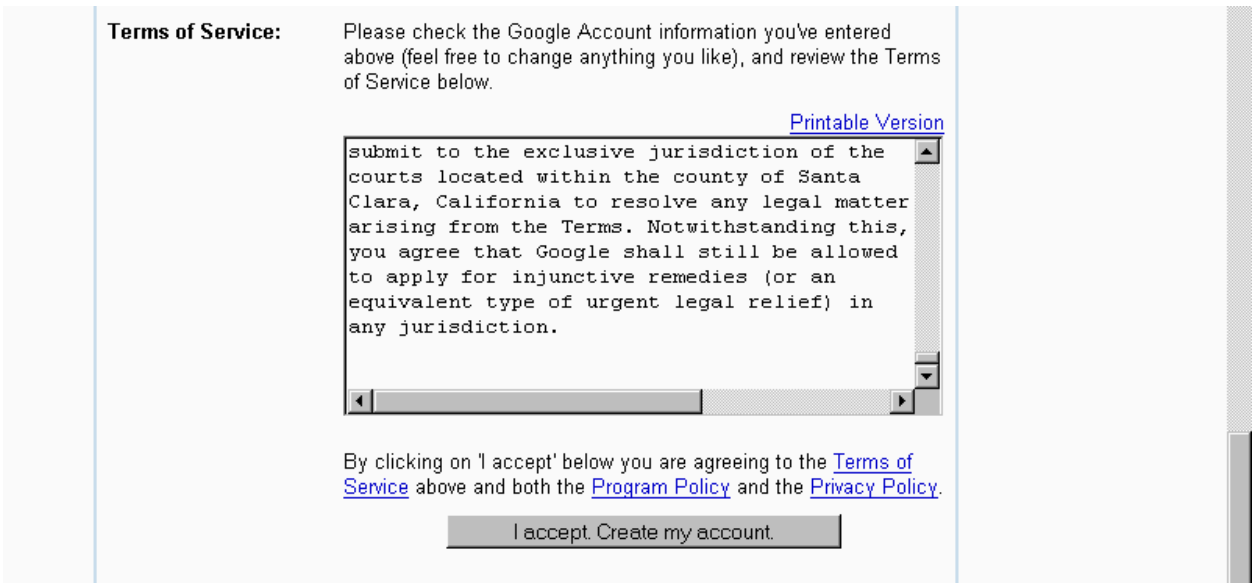
Select the location you currently living in with the drop down tab. Then fill out the "Word Verification" part.

Just type the letters and numbers shown in the picture box into the white box. The letters are not case sensitive, meaning it doesn't matter if you capitalize it or not

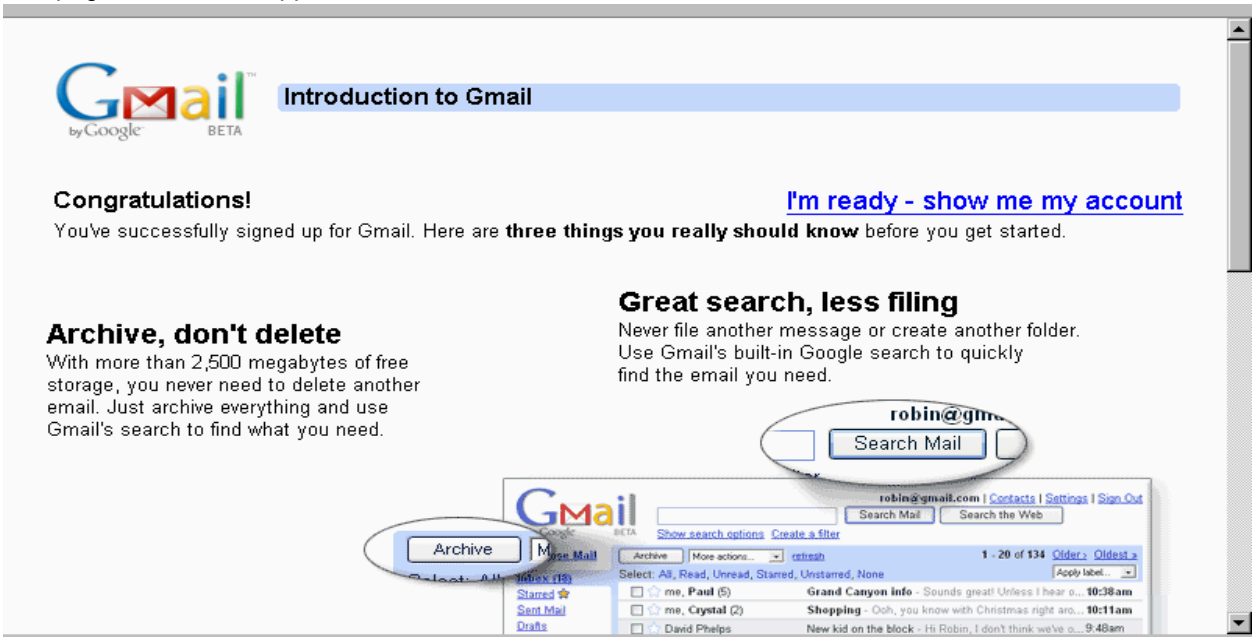
Once you have typed in the "Word verification" box, browse through the "Terms of Services".



Once you get to the end of the "Term of Services" information click the gray button that says, "I accept. ***Create my account".***



This page should then appear:-



This gives you a few informative things that are unique to this particular e-mail account.

Click the "I'm ready- show me my account" button and then you'll view your e-mail account:

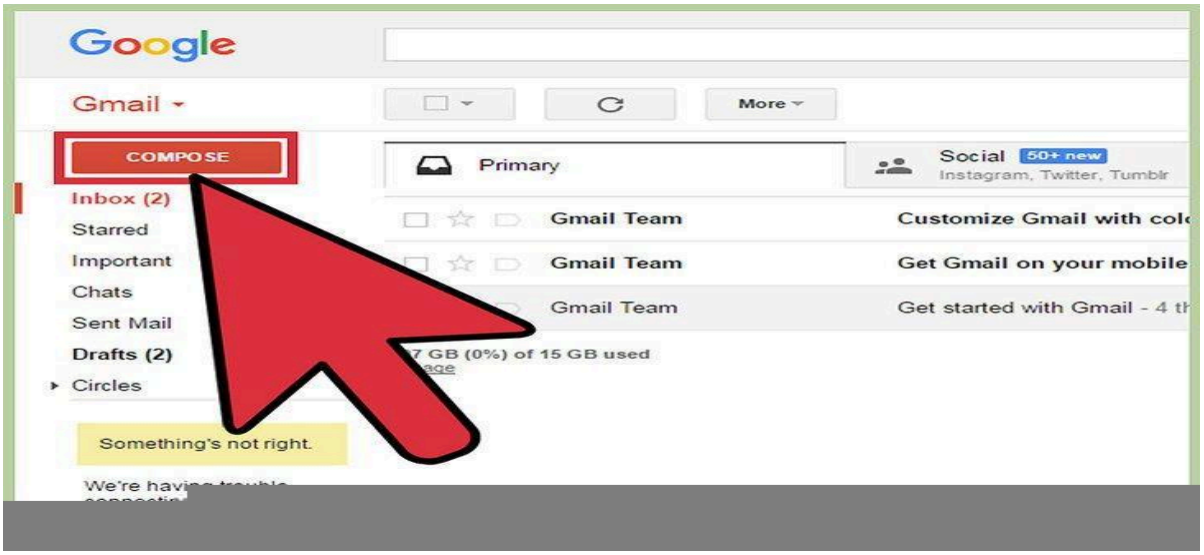
Congratulations you have successfully created your own e-mail account!!!...

STEP 7: Sending email (20 minutes)

Follow these step-by-step instructions to send an e-mail

Step 1: Log in to your email account so that you are on the dashboard (front page) of you mail account.

Step 2: Click **Compose**. Alternative, you can reply to an email that you've received by double-clicking on it in your list of received emails, then following the same steps.



Once you clicked on the button, a new small window will open.

STEP 3: "To" field is placed at the top of the new window where you have to enter the email address of the recipient to which you want to send your email. You can also add more than one recipient here.

STEP 4: At the right corner of "To" field, you can see a "Cc" and Bcc" links. Now you are thinking that how can we use these links and what is the use of these links.

Cc:-recipients can be add to a message for informational needs only. If you don't want any respond from the recipients then you can add those recipients in "Cc".

Bcc:-stands for blind copy. When you add a recipient in Bcc then the sent blind copy of message can be seen by you and that person only.

STEP 5: In "Subject" field, you have to add few words about your message.

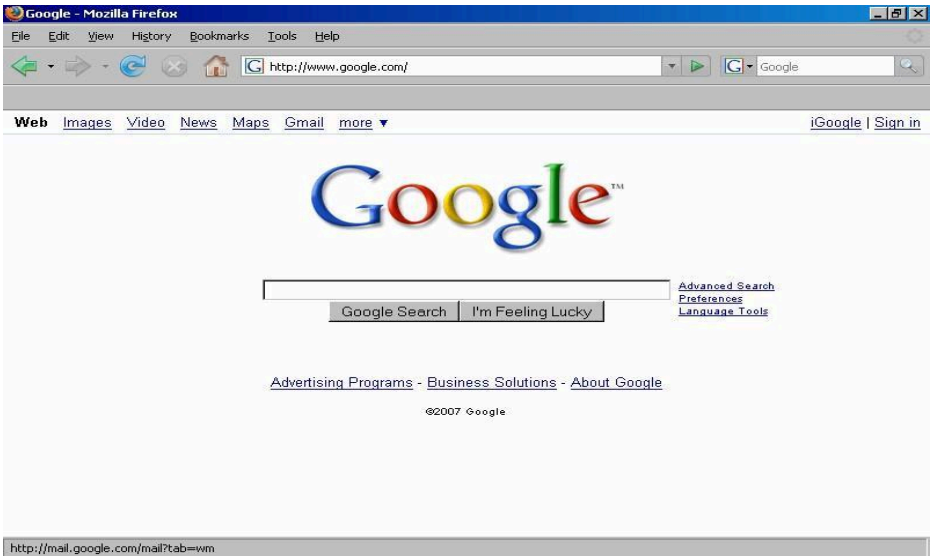
STEP 6: Now you are ready to build your message in the next field.

STEP 7: You can attach any file by clicking the paperclip icon.

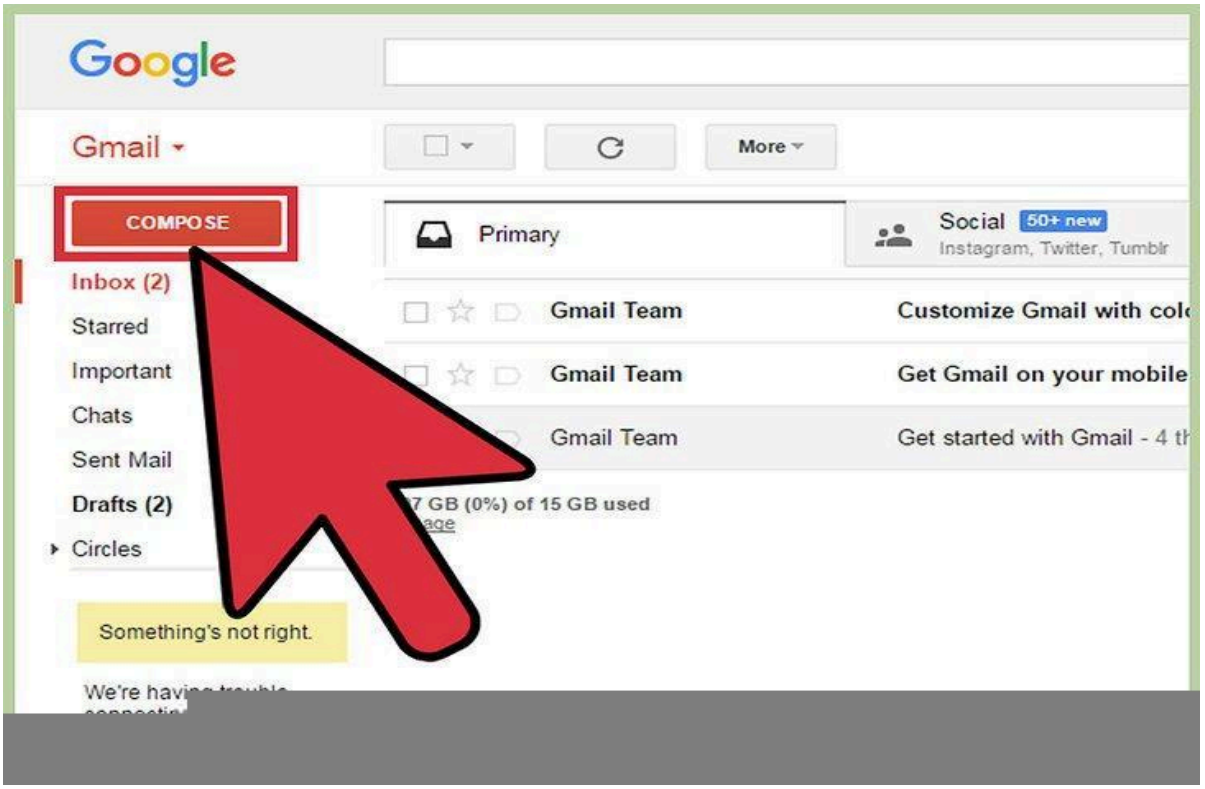
STEP 8: At last, click on the "SEND" bottom which is at the bottom and your message will be send.

Attaching a file to an e-mail.

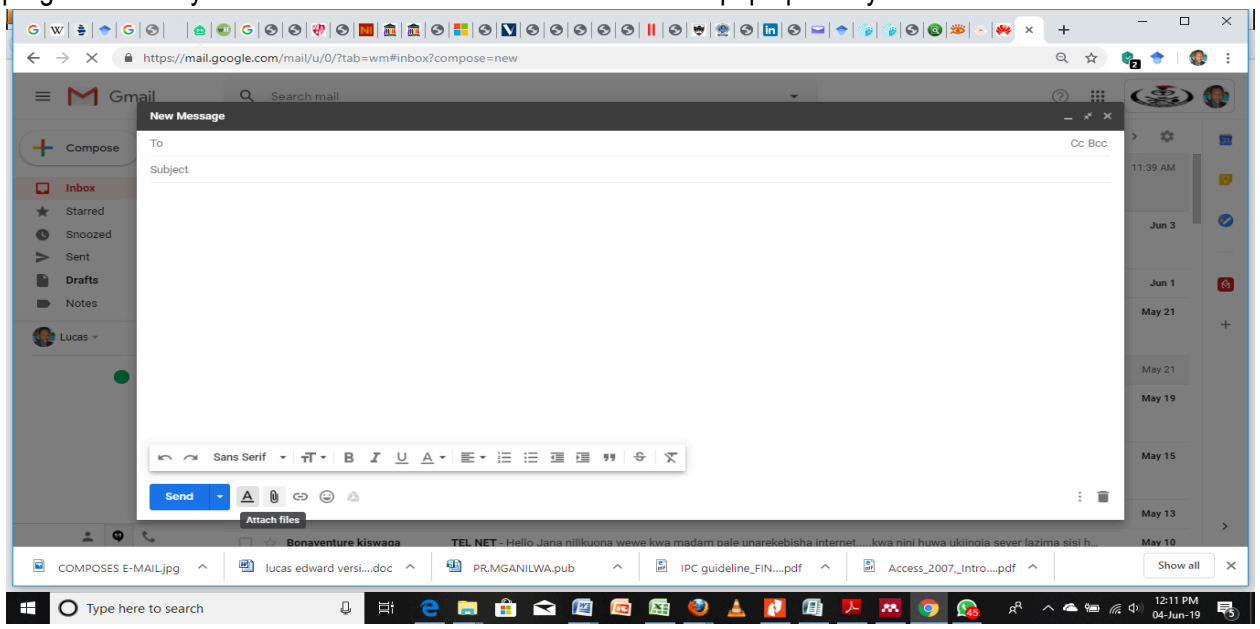
STEP 1: Type in the web addresses of your email host in the address bar and log onto your email account.



STEP 2: Click on "Compose" to write a new email.



STEP 3: Click on the icon to attach a file. This icon appears as a paperclip symbol in most email programs. After you click on the icon to attach a file a box will pop up onto your screen.



STEP 4: Browse the information on your computer my clicking on the folder that contain the file that you would like to attach. When you find the needed file, click on it and then click on "open". This will start the process of attaching the file to your outgoing email message.

STEP 5: Read the direction on your computer screen. It will most likely say that the file was attached successfully.

STEP 6: Write the text of your email, insert your recipient's email address and then click on "**send**".

STEP 8: Key Points (5 minutes)

Importance's of an email are **Cheap**, **Fast, Convenient** and **Permanent**

Network: - is a group of computers and other devices connected in some ways so as to be able to exchange data.
Internet:- is a network of networks that consists of millions of private, public, academic, business, and government networks, of local to global scope, that are linked by a broad array of electronic, wireless and optical networking technologies.
E-mail:- is a paperless method of sending messages, notes, or letters from one person to another or even many people at the same time via Internet.

STEP 9: Evaluation (05 minutes)

- What are the searching engine online databases used to search health information?

References

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