Module: End User Computing 151

Module name:	End User Computing 151
Code:	EUC151
NQF level:	5
Type:	Core – Diploma in Information Technology (all stream)
Contact time:	30 hours
Structured time:	6 hours
Self-directed time:	34 hours
Notional hours:	70 hours
Credits:	7
Prerequisites:	None

Purpose

This module focuses on enabling the student to create, edit and format documents for word processing, spreadsheet and presentation software for a variety of purposes. The student will learn how to use the various tools at their disposal to be efficient and effective and to convey information and data in a coherent and easy-to-read manner.

Outcomes

Upon successful completion of this module, the student will be able to:

- Demonstrate an informed understanding of the core areas of word processor, spreadsheet and presentation tools as well as the key terms, concepts, facts, and general principles that underlie these software packages.
- Demonstrate the ability to select and apply techniques within the scope of the word processor, spreadsheet and presentation software and to plan and implement these within the required context albeit word processing, spreadsheet or presentation.
- Demonstrate the ability to communicate information reliably, accurately and coherently using the tools provided by word processor, spreadsheet and presentation software whilst remaining cognisant of the general guidelines of communicating information clearly.
- Gather information and data from a range of sources and to select information appropriate to the task, and to apply basic processes of analysis, synthesis and evaluation on that information or data.

Assessment

- Continuous evaluation of theoretical work through written assignments, a formative, and a summative test.
- Final assessment through a written examination.

Teaching and Learning

Learning materials

Prescribed Book
End User Computing - IT without frontiers.

Additional Material

- 📖 Gookin, D. (2015). *Word 2016 for Dummies.* Wiley. [ISBN: 9781119076896]
- 📖 Walkenbach, J. (2015). *Microsoft Excel 2016 Bible.* Wiley. [ISBN: 9781119067511]
- 📖 Lambert, J. (2016). *Microsoft PowerPoint 2016 Step by Step.* Microsoft Press. [ISBN: 9780735697799]

Learning activities

The teaching and learning activities for this module lean heavily towards practical implementation of the various software tools discussed. Students will engage practically with the content of the module with the lecturer evaluating, supporting and guiding where needed. Two mandatory assignments must be completed during this module with students being expected to perform research on advanced techniques.

Notional learning hours

Activity	Units	Contact Time	Structured Time	Self-Directed Time
Lecture		27.0		13.0
Formative feedback		3.0		
Project				
Assignment	2			6.0
Test	2		4.0	8.0
Exam	1		2.0	7.0
		30.0	**6.0**	**34.0**

Syllabus

- Learning the basic layout and uses of word:
  - Managing documents
  - Formatting text , finding and replacing text and using word's proofreading tools
  - Using symbols and special characters
  - Inserting images into your document
  - Templates
  - Formatting your document including layout, margins, tables and columns.
  - Streamlining your formatting with styles
  - Using mail merge effectively
  - Printing your document
  - Using the references tab
  - Protecting a document
- Working with data in Excel.
  - Managing workbooks and worksheets
  - The excel workspace
  - Entering data
  - Working with ranges
  - Formatting and editing cells, rows, columns, text, and numbers
  - Inserting images into your workbook

- o Headers and footers
- o Printing a workbook
- o Finding and sorting data
- o Consolidating data
- o Validating and auditing data entry
- o Templates
- o Working with databases, formulae and charts in excel:
- Learning the layout and uses of PowerPoint:
  - o Getting around in PowerPoint
  - o Working with slides in different views
  - o Saving, closing, opening, and finding presentations
  - o Printing presentations, notes, and hand-outs
  - o Working with presentation designs, colours and backgrounds
  - o Inserting, deleting, and copying slides
  - o Adding content to a slide
  - o Using columns, bullets, and numbering
  - o Changing the look of your text
  - o Formatting objects
  - o Transitions and animation
  - o Creating speaker's notes
  - o Creating audience hand-outs
  - o Presenting an onscreen slide show