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## SHORT COURSES - In Computer Applications

For anyone who wants to get Basic skills in Computing.

The program is designed to give the participant basic understanding of Computer Applications

It comprises of 6 Practical vs Theory sessions of 2 hours each.  
Please See course content from Inside of this brochure

**Saturdays: 9am to 11am or 1pm to 3pm**  
**During the week sessions (Monday to Friday)**  
**-upon request**

## TOPIC 1: INTRODUCTION

- ⇒ Introduction to Computers and ICT
- ⇒ Basics on computer Parts & Operations
- ⇒ Basic set ups & connections + Keyboard & Mouse skills

## TOPIC 2: MS WINDOWS

- ⇒ Introduction to Microsoft windows Operating systems
- ⇒ Windows desktop features (Parts & Customizing)
  - ◆ Background
  - ◆ Icons
  - ◆ Taskbar
  - ◆ Start menu items etc

## TOPIC 3: WINDOWS OPERATING SYSTEMS-BASICS - CONTINUED.....

- ⇒ How Windows OS organizes information:
  - ◆ Files
  - ◆ Folders
  - ◆ Drives
- ⇒ Managing Drives, folders & files
  - ◆ Creating and saving files(save and save As commands)
  - ◆ Creating folders
  - ◆ Renaming files & folders
  - ◆ Deleting files & folders
  - ◆ Restoring deleted files & folders
  - ◆ Emptying recycle bin
  - ◆ Sorting
  - ◆ selecting multiple files and folders
  - ◆ scanning files & folders for malwares

## TOPIC 4: WORD PROCESSING

- ⇒ Introduction & Applicability
- ⇒ Features and examples of word processors
- ⇒ Starting ms word
- ⇒ Ms word screen layout
- ⇒ Creating, saving & opening a file(word doc)
- ⇒ Editing & Formatting word documents
  - ◆ Font
  - ◆ Line & character spacing
  - ◆ Text effects(changing case, super and subscript)
  - ◆ Paragraph –alignment,dropcap,indenting
  - ◆ Bullets & numbering
- ⇒ Inserting /drawing tables and pictures/special symbols
  - ◆ Merging & splitting a table
  - ◆ Formatting pictures
- ⇒ Document set up
  - ◆ Setting margins
  - ◆ Inserting headers and footers
  - ◆ Page orientation
  - ◆ Inserting page numbers
- ⇒ Application letter/CV Writing
- ⇒ Printing procedures

## TOPIC 5: INTERNET & EMAIL

- ⇒ Composing Emails procedure,
- ⇒ Attaching & sending documents,
- ⇒ Receiving, Downloading & Saving in a computer or other storage media

**END**