

NATIONAL WORKSHOP ON INFORMATION TECHNOLOGY FOR PRODUCTIVITY AND

WORKPLACE EMPOWERMENT (IPWE 1014)

21-25 April 2015

Tentative Time-Table



		Days/Date	Time	Event	COURSES
		PROGRAMME			
PROGRAMME	INTERMEDIATE MODULES	Tue. April 21	9:00am – 10:00am	Registration	A) INTERMEDIATE 1) I-MSP1: Intermediate Microsoft PowerPoint 1 2) I-MSP2: Intermediate Microsoft PowerPoint 2 3) I-MSE1: Intermediate Microsoft Excel 1 4) I-MSE2: Intermediate Microsoft Excel 2 5) I-MSW1: Intermediate Microsoft Word 1 6) I-MSW2: Intermediate Microsoft Word 2 7) I-SMW1: Intermediate Social Media and Web 1 8) I-SMW2: Intermediate Social Media and Web 2 9) I-SMW3: Intermediate Social Media and Web 3 B) ADVANCED 1) A-MSP1: Advanced Microsoft PowerPoint 1 2) A-MSP2: Advanced Microsoft PowerPoint 2 3) A-MSE1: Advanced Microsoft Excel 1 4) A-MSE2: Advanced Microsoft Excel 2 5) A-MSW1: Advanced Microsoft Word 1 6) A-MSW2: Advanced Microsoft Word 2 7) A-SMW1: Advanced Social Media and Web 1 8) A-SMW2: Advanced Social Media and Web 2 9) A-SMW3: Advanced Social Media and Web 3 10) A-SMW4: Advanced Social Media and Web 4 11) A-SMW5: Advanced Social Media and Web 5
			10:00am – 11:00am	Welcome address & Keynote speech 1	
			11:00am–11:30am	Tea break	
			11:30am –1:00pm	I-MSP1	
			1:00pm – 2:30pm	I-MSE1	
			2:30pm-3:00pm	lunch	
			3:00pm -4:30pm	I-MSW1	
			4:30pm – 6:00pm	I-SMW1	
		Wed. April 22	9:30am-11:00am	I-MSP2	
			11:00am-11:30am	Tea break	
			11:30am-1:00pm	I-MSE2	
			1:00pm-2:30pm	I-MSW2	
			2:30pm-3:00pm	lunch	
			3:00pm-4:30pm	I-SMW2	
		Thurs. April 23	4:30pm-6:00pm	I-SMW3	
	9:00am-11:00am		Project Assessment (Intermediate Modules)		
	11:00am-11:30am		Tea break		
		11:30am-12:00pm	Closing ceremony & presentation of Certificate (Intermediate Modules)		
	ADVANCED MODULES	Thurs. April 23	12:00pm-1:00pm	Welcome address and Keynote speech 2	
			1:00pm – 2:30pm	A-MSP1	
			2:30pm – 3:00pm	lunch	
			3:00pm -4:30pm	A-MSE1	
			4:30pm – 6:00pm	A-MSW1	
		Fri. April 24	9:30am-11:00am	A- SMW1	
			11:00am-11:30am	Tea break	
			11:30am-1:00pm	A-MSE2	
			1:00pm-2:30pm	A-MSW2	
			2:30pm-3:00pm	lunch	
			3:00pm-4:30pm	A-MSP2	
			4:30pm-6:00pm	A-SMW 2	
Sat. April 25		9:30am-11:00am	A- SMW 3		
		11:00am-12:30am	A- SMW4		
		12:30am-2:00pm	A- SMW5		
	2:00pm-3:00pm	Project Assessment (Advanced Modules)			
	3:00pm-4:00pm	Closing ceremony & presentation of Certificates (advanced & Combined Modules)			
OFF EVENING					

A) INTERMEDIATE MODULES (Course details)

I-MSP1: Intermediate Microsoft PowerPoint 1

1. Introduction (Understanding slides and slide layouts)
2. Organizing slides (Working with slides, copying and pasting slides)
3. Customizing slides (Changing the slide size, Formatting the slide background, Applying a theme:
4. Customizing slide layouts (Adjusting placeholders, adding a text box, using blank slides, playing the presentation)
5. Slide views (Outline View, Slide notes, slide sorter)
6. Applying Transitions (About transitions, applying a transition, previewing a transition)
7. Challenge!

I-MSP2: Intermediate Microsoft PowerPoint 2

1. Modifying transitions (modify the transition effect, modifying the transition duration, adding sound, removing a transition)
2. Advancing slides (Advancing slides automatically, advancing and reverse slides, stopping a slide show)
3. Presentation tools and features (Accessing drawing tools, erasing ink markings, skipping to a nonadjacent slide, showing the taskbar)
4. Presenter View (Accessing Presenter View)
5. Slide show setup options (Accessing slide show setup options)
6. Challenge!

I-MSE1: Intermediate Microsoft Excel 1

1. Introduction (renaming a worksheet, inserting a new worksheet, deleting a worksheet, copying a worksheet, moving a worksheet)
2. Grouping and ungrouping worksheets (grouping worksheets, ungrouping all worksheets)
3. Sorting Data (sorting a sheet, sorting a range, Custom sorting, sorting by cell formatting, Sorting levels)
4. Filtering Data (filtering data, applying multiple filters, clearing a filter)
5. Advanced filtering (filtering with search, using advanced text filters, using advanced date filters)
6. Challenge!

I-MSE2: Intermediate Microsoft Excel 2

1. Simple Formulas (Understanding cell references, creating a formula using the point-and-click method, editing a formula)
2. Relative and Absolute Cell References (create and copy a formula using relative references, create and copy a formula using absolute references)
3. Using cell references with multiple worksheets (referencing cells across worksheets)
4. Charts (understanding charts, insert a chart, edit a chart element, switching row and column data, changing the chart type, moving a chart)
5. Conditional Formatting (creating a conditional formatting rule, removing conditional formatting:
6. Challenge!

I-MSW1: Intermediate Microsoft Word 1

1. Indenting text (How to indent using the Tab key, Indent markers, & Indent commands)
2. Using Tabs (Using the tab selector, adding and removing tab stops)
3. Line and Paragraph Spacing (formatting line spacing & paragraph spacing, Fine-tuning line spacing)
4. And paragraph spacing)
5. Working with tables (Inserting a blank table, converting existing text to a table, modifying tables)
6. To delete a row or column, applying a table style, Modify table style options, Adding borders to a table, modifying a table using the Layout tab
7. Lists (creating a bulleted and numbered list, options for working with lists, creating a numbered list:
8. To restart a numbered list, customizing bullets, to use a symbol as a bullet, changing the bullet color:
9. To use a picture as a bullet
10. Multilevel lists (Creating a multilevel list, Increasing or decreasing an indent level)
11. Challenge!

I-MSW2: Intermediate Microsoft Word 2

1. Breaks (Inserting a page break, Section breaks, other types of breaks, deleting a break)
2. To apply a style (applying a Style Set, modifying a style, create a new style:
3. How to create a table of contents in Word
4. Creating Columns (adding columns to a document, adding column breaks)
5. Headers and Footers (creating a header or footer, inserting a preset header or footer, Editing headers and footers, Design tab options, To insert the date or time into a header or footer:
6. Page Numbers (Adding page numbers to a document, editing and formatting page numbers, restarting page numbering)
7. Challenge!

I-SMW1: Intermediate Social Media and Web 1 (Google Search)

Introduction to Search Engines

Making Google your default search engine

Organizing your search

Simple search strategies Using Google search

using Google fast facts

Gmail basics (Setting up Gmail, managing Gmail contacts, importing contacts, managing contacts, sending email, unsending email)

Managing Gmail (Deleting unwanted emails, archiving messages, working with labels, working with filters, searching mails)

I-SMW2: Intermediate Social Media and Web 2 (Twitter and Facebook)

Twitter

1. Understanding Twitter (Twitter handle, Profile picture, Profile bio, who you follow and lists, thinking before sharing)
2. Create an account (finding people, adding profile picture, confirming email, managing privacy settings)
3. Create your profile (add a profile picture, header image, profile information, and theme.
4. Who to follow (finding people to follow, find friends, find users by name, following and unfollowing)
5. Twitter timeline (ways to manage your timeline)
6. Discover what's happening (Tailored tweets)
7. Trending topics
8. Activity
9. Searching on twitter (Saving a search, Exploring hashtags, using apps)

10. Sharing links fewer than 140 characters
11. Staying connected (Interactions, Mentions)
12. Having a conversation (social integration)
13. Tweeting from the Web (Sharing photos and videos, sending a direct message)
14. Setting up Twitter on your mobile device (from the official Twitter app, from Third-party apps, how to install an app)
15. Using Twitter on your Mobile Device (Twitter mobile interface, tweeting your location, tweeting a picture)

Facebook

1. Creating a Facebook Page
2. Customizing a Facebook page
3. Using a Facebook page (Adding page administrators)
4. Managing a Facebook page
5. Facebook texts (To sign up for Facebook texts, To post a status update with Facebook texts)
6. Managing your News Feed
7. Unfollowing and unfriending
8. Likes and your News Feed
9. Using Lists to Manage Sharing (creating a list, using lists to share)
10. Facebook Groups (Types of groups, To create a group)
11. Managing your account (deactivating your account, deleting your Facebook account)

I-SMW3: Intermediate Social Media and Web 3 (Blogging)

1. Blogging (Different types of blogs)
2. Blogging privacy
3. Pros and cons of blogging
4. Developing Your Blog
5. Identifying your blogging goals
6. Defining your blog's topic
7. Deciding how much time to commit
8. Using drafts and scheduling posts
9. Deciding how much personal information to share
10. What's the best choice for you? (Blogging openly, Blogging anonymously, Blogging cautiously, Designing your blog, Blog name, Design elements)
11. Choosing a Blog Service (Pinterest, Twitter, Facebook)
12. Which blog service is right for you?
13. How To Start Blog On Blogger
14. Create a blog on blogger
15. Privacy (Blog Address, Blog Authors, Blog Readers)
16. How To Set Up Posts And Comments Menu On Blogger (Show at most, Post Template, Showcase images with Lightbox, Distribute to Google +, Comment Location, Who can comment?, Comment Moderation?, Show word verification, Show Backlinks, Language, Enable transliteration, Time Zone, Date Header Format, Timestamp format, Comment Time Stamp Format)
17. How to create a link on blog
18. How to create **Read More** Function on Blogger (Post Summary)
19. Compose mode
20. Blog Design Tips

B) ADVANCED MODULES (Course details)

A-MSP1: Advanced Microsoft PowerPoint 1

1. Slide Master View (What is Slide Master view, Using Slide Master view, Modify backgrounds, Rearrange placeholders, Customize text formatting, Create unique slide layouts, To make changes to all slides)
2. Customizing slide layouts (To customize an existing slide layout, customizing text formatting)
3. Creating new slide layouts (To insert a new slide layout, to rename a custom layout, to use a custom layout, Using custom layouts in other presentations, To save a theme)
4. Inserting Videos (To insert an online video, working with videos, to preview a video, To resize a video, To move a video, To delete a video)
5. Editing and formatting videos (To trim a video, To add a fade in and fade out, To add a bookmark, Formatting the appearance of a video, To create a poster frame, To apply a video style
Inserting Audio (To insert audio from a file, Recording your own audio, To record audio, Working with audio, To preview an audio file, To move an audio file, To delete an audio file, Editing audio, To trim an audio file, To add a fade in and fade out)
6. Audio options (To change the audio icon)
7. Animating Text and Objects (To remove an animation, to add multiple animations to an object, To copy animations with the Animation Painter, To reorder the animations, To preview animations, To open the Animation Pane, To reorder effects from the Animation Pane, To change an effect's start option)
8. The Effect Options dialog box (To open the Effect Options dialog box, To change the effect timing)
9. Advanced Presentation Options (To rehearse timings, To record a slide show, To remove narration or timings from a recorded slide show)

A-MSP2: Advanced Microsoft PowerPoint 2

1. Sharing presentation options (Exporting a presentation as a video, presenting your slide show online)
2. Customizing your slide show (To create a custom show, Hiding slides)
3. Commenting on presentations (To add a comment, To edit a comment, To respond to a comment, To delete a comment)
4. Comparing presentations (To compare two presentations)
5. Hyperlinks and Action Buttons (To insert a hyperlink, To insert a hyperlink to an email address, To open and test a hyperlink, To remove a hyperlink, To insert a hyperlink to another slide, To insert a hyperlink to another file, Using shapes and pictures as hyperlinks)
6. Inserting action buttons (To insert an action button on one slide, insert an action button on all slides, To test an action button, To edit an action button, To change the appearance of an action button)
7. The Document Inspector (To use the Document Inspector)
8. Protecting your presentation (To protect your document)

A-MSE1: Advanced Microsoft Excel 1

1. Complex Formulas
2. Order of operations (PEMDAS, or **Please Excuse My Dear Aunt Sally**).
3. Creating complex formulas (To create a complex formula using the order of operations)
4. Functions (the parts of a function, working with arguments)
5. Creating a function (To create a basic function, To create a function using the AutoSum command)
6. The Function Library (inserting a function from the Function Library, The Insert Function command, using the Insert Function command)
7. What-If Analysis
8. Goal Seek (using Goal Seek, Goal Seek example)

A-MSE2: Advanced Microsoft Excel 2

1. Track Changes and Comments (Understanding Track Changes, turning on Track Changes, listing changes on a separate worksheet)
2. Reviewing changes (reviewing tracked changes)
3. Comments (adding a comment, editing a comment, showing or hide comments, deleting a comment)
4. Using PivotTables to answer questions (creating a PivotTable, Pivoting data, changing the row, To add columns)
5. Filters (adding a filter)
6. Slicers (adding a slicer)
7. PivotCharts (creating a PivotChart)
8. Finalizing and Protecting Workbooks (using Spell Check, Document Inspector, using the Document Inspector, Protecting your workbook)

A-MSW1: Advanced Microsoft Word 1

1. Hyperlinks (Understanding hyperlinks in Word, format text with a hyperlink)
2. Understanding Track Changes (turn on Track Changes)
3. Reviewing changes (accept or reject changes)
4. Comments (add comments)
5. Comparing documents (To compare two documents)

A-MSW2: Advanced Microsoft Word 2

1. How to create a bibliography or works cited page in Word
2. Document Inspector (To use the Document Inspector)
3. Protecting your document (To protect your document)
4. Mail Merge (To use Mail Merge, To insert recipient data, Embedding an Excel Chart)
5. Using formulas and equations in Word 2013 (Embedding an Excel chart, Editing PDF files)

A-SMW1: Advanced Social Media and Web 1

1. Advanced search strategies
2. Common LinkedIn Terms
3. Navigating LinkedIn
4. Building your LinkedIn Profile
5. Increasing your visibility on LinkedIn
6. Adding Connections on LinkedIn
7. Keeping Up with LinkedIn
8. Searching for Jobs and connections on LinkedIn
9. Monitoring your impact on LinkedIn
10. Adjusting Your Settings and Privacy on LinkedIn
11. LinkedIn for Mobile Devices

A- SMW2: Advanced Social Media and Web 2

Cloud Computing with Google (I)

1. Using Google Forms to Create Quizzes, Surveys, and More
2. Uploading Files to Google Drive
3. Managing Your Files on Google Drive
4. Working with Google Maps

A- SMW3: Advanced Social Media and Web 3

Cloud Computing with Google (II)

1. Working with Google Drive
2. Working with Google Docs
3. Working with Google Sheets
4. Sharing and Collaborating on Google Docs & Google Drive

A-SMW4: Advanced Social Media and Web 4

1. Website creation using WSIWYG apps
2. Introduction to domain names, web servers, and website hosting
3. Hosting your website free on the internet
4. Hosting paid website
5. Embedding HTML codes on your website
6. Plugging in social media features (Facebook, linkedin, Twitter, Youtube videos etc) on your website

A- SMW5: Advanced Social Media and Web 5

1. Monitoring blog and website traffic
2. Website optimization strategies (Increasing your website's ranking on search engines)
3. Online communication strategies
4. Chat and Instant Messaging
5. Online Phone Calls
6. Video Chat and Group Calls
7. Text Messages