

# Global Kids 2

## Syllabus



**GLOBALCERT**

ΦΟΡΕΑΣ ΠΙΣΤΟΠΟΙΗΣΗΣ ΑΝΘΡΩΠΙΝΟΥ ΔΥΝΑΜΙΚΟΥ

**The installed software required for the examination process GloblaKids programme 2 is:**

**Microsoft Windows**

**Microsoft Office**

**Acrobat Reader**

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## Lesson 1

### Familiarity with the Windows environment

1. Repetition of basic Windows functions
  - Open/Close window
  - Minimize/Maximize
  - Change Dimension
  - Move
2. Move from one window to another (many Windows opened)
  - With a click somewhere in the window – if it is visible
  - Click on the taskbar
  - With Alt + Tab
3. Quick Launch (Start or open) Bar (or Pinned Applications/Pinned Applications)
  - Description/Use
  - Placement of application shortcut in Quick Start or open Bar
4. Start Menu Folder
  - Find application icons and icons directories (with the arrow right)
  - An explanation of creating lists (either by the applications or by the user)
5. Folder "All Programs" and explanation of the subfolders:
  - "Accessories" which applications are included and their appearance with the installation of Windows.
  - "Microsoft Office" which applications does it include and display only if you have installed the Office.
  - "Startup" what applications does it include and featuring automatic opening with starting the computer.
6. "Start"
  - An explanation for the recent documents and recent Applications
  - When shown there
  - Use

## Lesson 2

### Advanced options in Windows

1. Arrange Windows
  - With the mouse
  - With a right click on the taskbar
    - i. Cascade Windows,
    - ii. Horizontally or quote Windows vertically,
    - iii. Unselect settlement,
    - iv. Show the desktop - minimize all applications-.
2. Cut/Copy/Paste the file with the mouse
  - Drag and drop or "Drag and Drop" (similarities and differences with cut/paste)
  - Copy with Ctrl key
  - Cut/Copy/Paste by right mouse click
3. Create a shortcut with the right mouse click
4. Multiple selection of files and folders
  - To select area with the left mouse button
  - With Shift key and mouse
  - With Ctrl key and mouse

## Lesson 3

### Window Settings

#### 1. Control Panel

- Transition – explanation of usability – Highlighting risks to change control panel we're not sure about
- Categories explanations
- Date and Time
- Show
- Folder "Add Remove Programs"
  - i. List of programs
  - ii. Add program
  - iii. Remove programme (highlighting the risk to use in case you lose a program)

#### 2. Status area (on the taskbar)

- Language
- Time
- Arrow show/hide status bar icons

## Lesson 4

### User Accounts

1. User account definition (User account creation Reasons)
  
2. Creating a user account
  
3. User account settings
  - Change password
  - Remove password
  - Change picture (avatar)
  - User account privileges
  
4. Back up
  - Reasons to create
  - Backup media

## **Lesson 5**

### **Presentations in PowerPoint**

1. Presentations
  - What is it
  - Usability
  
2. First encounter with the PowerPoint presentations program
  - Start program
  - Presentation
  - Slides
  - Slide Elements
  
3. PowerPoint environment
  - Title bar
  - Menu bar
  - Toolbars
  - The status bar
  - Slide pane
  
4. Title slide
  - Title/Subtitle
  
5. Create a new slide
  - New slide Button
  - Slide Layout Window
  - An explanation of various provisions
  - A new slide layout option
  
6. Insert a picture into Slide from ClipArt Gallery
  
7. Save the file in PowerPoint



## Lesson 6

### Impressive presentations in PowerPoint

1. Open file in PowerPoint  
*(we recommend students to open the file you created in the previous lesson)*
  
2. Image Changes in PowerPoint
  - Select image
  - Change image size – height, width and 2 dimensions  
*(explaining changes of mouse to various parts of the image)*
  - Moving Image
  
3. Insert picture from file
  
4. Enter text – an existing context (selecting the appropriate layout)
  
5. Slide show
  - From the icon (bottom right)
  - On the slide show menu
  - With the F5 key
  
6. Transition with the click of the mouse from one slide to another slide show

## Lesson 7

### File Types

#### 1. Open the Windows Explorer

- Explain the display list-folders, files-  
(*You are in a view where the file extensions*)

#### 2. Files

- Files created by users
- Files that are created by the operating system (system files)
- Identification of risks for modification or deletion of system files
- Advice to use only files created by the user

#### 3. Files ...

- Necessity of application for opening each file  
(usually by double-clicking the file, the appropriate application opens itself or the opening of a file the user will be prompted to choose which application will open the file)
- Reminder of extensions for different files
- Explain that each file type is and for other use

#### 4. Image files

- The most common types are:
  - i. jpg or jpeg: primarily used for photos, is suitable for printing on paper, digital cameras produce such files
  - ii. bmp: images used mainly by Windows
  - iii. tiff or tif: images used primarily for business purposes and for printing on paper, it's extremely "clean" but very large in size and are not easy to transfer
  - iv. gif: suitable for small pictures especially in the website, these files are small in size and are not suitable for printing on paper
  - v. png: files with small size and good visualization
- Προγράμματα Προβολής Εικόνων
  - i. View Pictures of program Windows
  - ii. Painting (Drawing)
  - iii. Photoshop
  - iv. GIMP

#### 5. Audio files

- The most common types are:
  - i. wav: files used mainly in Windows systems, large in size, good sound
  - ii. mpeg or mp3: particularly popular because they are compressed and make small files suitable for transfer without distortion in the sound.

- iii. wma: corresponding the mp3 but not so popular
- iv. midi or mid: files containing coded notes of a melody, we cannot integrate voice into these files.
- Audio File Players
  - i. Windows Media Player
  - ii. VLC Player
  - iii. BS Player
  - iv. Quick Time Player
- Other types of files
  - i. doc or docx: files from Microsoft Word
  - ii. xls orxlsx files from Microsoft Excel
  - iii. ppt or pptx: files from Microsoft PowerPoint
  - iv. mdb or mdbx: files from Microsoft Access
  - v. txt: plain text files from Notepad
  - vi. pdf: complete pages or books from the Adobe Acrobat program, files found often on the Internet

## **Lesson 8**

### **Magazines, newspapers and books on computer**

1. Acrobat Reader
  - An explanation of how to use the program
  
2. Program files (.pdf)
  - Features of pdf files.
  - Analysis of advantages of using pdf documents in relation to the open documents (e.g. Word)
  - Common finding and handling pdf documents (e.g. internet)
  
3. Download (Download) pdf files from the Internet
  - Opening browser
  - Find link to pdf file
  - Save to a local folder
  
4. Adobe Reader Interface
  - Open file
  - Go to different pages
    - i. Darts
    - ii. To select a page directly
  - Zoom tool
    - i. Use measurement box.
    - ii. Fit Width
    - iii. Actual Size
    - iv. Fit to page to window

## Lesson 9

### Making the school program

1. Tables in Word
  - An explanation of use of tables (e.g. for creating the school's timetable)
  - the concept of the row and the column of the table
  
2. Insert table
  
3. Move within cells of the table
  - With darts
  - With Tab key
  
4. Typing in the table
  
5. Table selection
  
6. Text formatting in the table
  
7. Align text cells
  - On the horizontal axis
  - On the vertical axis
  - Combinations of both
  
8. Change the width of table columns
  - By dragging the mouse over the dividing line of table columns
  - By double-clicking the dividing line of table columns
  - Focus on changes the shape of the mouse pointer

## Lesson 10

### Tables

1. Select the table line(s)
2. Select the table column(s)
3. Select the table cell/s
4. Merge cells
5. Borders and shading
  - Cell shading/s

## **Lesson 11**

### **Creating a party invitation**

1. Page layout in Microsoft Word
  - The margins tab (margins, orientation)
  
2. Zoom
  - Page width
  - Text width
  - Full page
  - Numeric approach
  
3. Page background
  - Solid color
  - Fill effects
  
4. Word Art
  - Select a format
  - Insert text
  - Edit text

## Lesson 12

### Word Art and effects

1. Text formatting regardless of the form of the draft
  - Change font
  - Resizing
  - Change color letters
  - Change the stroke color of letters (where permitted by the form of the draft)
  
2. WordArt Effects
  - Shade
  - Reflection
  - Flash
  - Rotate
  - Transformation



## Lesson 13

### Adding images

1. Insert a ClipArt image
  - Use field search
2. Wrap the image
  - Explain all options

## Lesson 14

### Introduction to spreadsheets

1. Microsoft Excel
  - Application Features
  - Reasons to Use
  
2. Open application
  
3. Microsoft Excel Environment
  - Title bar
  - Menu bar
  - Toolbars
  - Cell name Box – the formula bar
  - Column labels – line numbers
  - Vertical scroll bar – Horizontal scrollbar
  - Tags worksheets
  - Sense line, column, cell
  
4. Excel file
  - The concept of the book
  - The concept of the sheet
  - Number of columns (256), number of lines (65,536), number of cells (16,777,216)
  
5. The spreadsheet cell
  - Cell Concept
  - Cell Name
  - Active cell
  
6. Move the worksheet
  - With the mouse (emphasis on changes of mouse pointer)
  - Using the arrow keys on the keyboard
  - Page Up and Page Down
  
7. Save file
  
8. Close the application

## **Lesson 15**

### **Introduction to spreadsheets**

1. Import data into Excel
  - Go to desired cell
  - Typing in cell (show the contents in the formula bar)
  
2. Complete Typing
  - With Enter
  - With arrow
  - Click on another cell
  
3. Delete the entire contents of the cell
  - With cell selection and Delete
  
4. Enter to an existing cell contents
  - To select cell F2 and
  - By double clicking on the cell
  
5. Delete characters the cell content (after entering the cell)
  - With Backspace
  - With Delete (by placing the insertion point where you want)
  
6. Explanation of different automatic alignment of numbers and letters
  
7. Select row/column/s;
  
8. Insert row/column/s;
  
9. Delete row/column/s;

## Lesson 16

### Formatting tables

1. Select cells
  - By mouse dragging
  - Using the Shift key for contiguous cells
  - Using the Ctrl key
2. Select the entire sheet
  - With Ctrl-A
  - By clicking in the upper-left corner of the sheet
3. Changing dimension column/row (s) and (focus on changes the mouse pointer)
  - By dragging the mouse (for the desired width of the user)
  - Double click (for minimum automatic display width of cell data)
4. Text Formatting
  - Font
  - Paragraph
5. Cell formats
  - Bucket fill
6. Notice for keeping the formatting in cells regardless of content

## Lesson 17

### Types, acts and performances in Excel

1. Cell ranges
  - Name
2. Types of cell content
  - Letters
  - Numbers
  - Types
3. Types
  - Reasons to Use (data processing, receiving results)
  - Enter a type in a cell (any cell that its content starts with the = means for Excel that it contains a type)
4. Simple arithmetic calculations with specific numbers
5. More complex arithmetic with certain numbers
  - Reference to correct use of parentheses for correct results
6. Highlight the type that contains the cell in the type bar (the result appears in the cell)
7. Types with cell references
  - An explanation of the difference between functionality and types with absolute numbers and types with cell references
  - Simple act with selecting cells
  - Simple act with cell type names (labels typing in Roman characters and the non-difference of capital and small)
8. Explanation of indicator in cell #NAME
9. Combination types with absolute numbers and references to cells

## **Lesson 18**

### **Functions with types**

1. The concept of types
  - What it is
  - Use
  
2. The SUM Function
  - Insert function from the toolbar
  - Observation of automatic import from the application of the equal sign and parentheses
  - An explanation of the variable function piece-you either select with mouse or type (the meaning of the arguments)

## **Lesson 19**

### **Excel Graphs**

1. Graphs
  - What it is
  - Usability
  
2. Create a chart (option base type "Columns")
  - An explanation of basic chart types and secondary chart types
  - Chart data Region
  - Chart titles
  - Legend

## Lesson 20

### Other chart types

1. Create a chart (select Type "Column parts")
  - Data Selection with Ctrl
  - Title
  - Memo (note) (caption)
  - Data labels
2. Chart Option (choose a chart)
3. Move the chart
4. Create a chart "Pie".



## **Lesson 21**

### **Introduction to databases**

1. The concept of registration and processing of data  
*(From a simple table with students of a classroom up to the huge table of telephone Directory)*
  
2. The concept of the database
  - What it is
  - Usability
    - i. Huge volume data storage
    - ii. High speed lookups to data
    - iii. High speed data rankings
    - iv. Possible combination of data from multiple tables
    - v. Creation of integrated processing applications and data presentation
    - vi. Imposition of specific rules for entering and altering of data
  
3. Tables as primary data in a database
  - Table fields
  - Data Types
  - Records from one table
  
4. Relations
  - What it is
  - Usability to join tables

## Lesson 22

### Microsoft Access

1. Microsoft Access Application
  - An explanation what is the Microsoft program for creating databases
  - Reference that it isn't the only program for creating databases
2. Open Microsoft Access application
3. The database as a set of objects
  - An explanation of the reason that the screen does not show a file open (unlike other programs that until now people are accustomed to), because the database is a set of objects – one of which is the chart
4. Create an empty database
  - Storage Explaining (in contrast with other programs that until now students are accustomed to)
  - Reporting the outcome of mdb database file.
5. Database objects
  - Tables

*(the basic structure in which we store the data in a database can have many drawings and each table multiple fields and of course many records. The table looks like the data in a Microsoft Excel sheet, it has columns and lines).*
  - Queries

*(this is for the guest tables elements from other various tables and perform functions on the data, for example, in a table of schools students and in another table grades in various courses, we can with a question presenting students their grades in courses)*
  - Forms

*(Forms are used for entering and managing data on the screen display. Data that we need for each job with a more beautiful and manageable way. Can combine data from multiple tables or queries. Forms prevent the risk to change data from tables that shouldn't).*
  - Reports

*(The reports used for printing data with a beautiful way).*

## Lesson 23

### Make my own tables in Access

1. Create table in Design view
  - Field names
  - Data field type definition
    - i. Text
    - ii. Memo
    - iii. Number
    - iv. DateTime
    - v. Currency
    - vi. Yes/No
2. Save Table
3. Table Data Entry