

Global Kids 3

Syllabus



GLOBALCERT

ΦΟΡΕΑΣ ΠΙΣΤΟΠΟΙΗΣΗΣ ΑΝΘΡΩΠΙΝΟΥ ΔΥΝΑΜΙΚΟΥ

**The installed software required for the examination process
GloblaKids programme 3 is:**

Microsoft Windows

Microsoft Office

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Lesson 1

Applications

1. Microsoft Office applications
 - Similarities and differences
 - Highlight the use of each program
 - Explanation of functioning under Microsoft Windows

2. The Clipboard
 - What it is
 - Where it is used (automatically)

3. Copy- Paste and Cut-Paste from one app to another
 - From the menu
 - With Ctrl-c shortcuts Ctrl-V and Ctrl-x Ctrl-V

4. Special Paste
 - Unformatted text

5. External storage units
 - What it is
 - Common external storage
 - USB stick

Lesson 2

Making a journal (newspaper)

1. Page Setup
 - Paper size
 - Page orientation
 - Changing margins (repeat)
(Labelling on very small margins to print our text)
 - Report on fix selected margins on rulers

2. View menu
 - Show/Hide Ruler
 - Print Layout
 - Full screen

3. Save the file by creating a new folder

Lesson 3

Starting from the title

1. Tables (repeat)
 - Insert table
 - Select row (s) and column (s)
 - Insert row (s) and column (s)
 - Resizing rows and columns and cells
 - Cell alignment
 - Merge cells
2. Insert the image inside a table cell
3. Modify image size (repeat)
4. Insert a date field
5. Font formatting
 - Simple reference for changing font and resizing

Lesson 4

Creating Crossword for the journal

1. Format table-borders and shading
 - Borders tab
 - The Shading tab (repeat)
2. Select table (repetition)
3. Select cell (repeat)
4. Table Properties
 - Column width
 - Row height

Lesson 5

Content of the newspaper

1. Columns
 - Launch/Creation of columns from the insertion point, and then
 - Format existing text into columns

2. Copy-Special Paste-unformatted text (repeat)

Lesson 6

Columns

1. Formatting columns
 - Change column width
 - Intermediate Line
 - Equal column width

2. Section break
 - Continuous
 - To another page

3. Undo/Redo

Lesson 7

Text formatting in columns

1. Explanation of discourse in a newspaper column

(The size of the lettering is large enough for a newspaper, so in columns the eye has no difficulty reading or following lines of text)

2. Align text

- Left
- Centered
- Right
- Full

3. Hyphenate text

- What it is
- Explanation of its use
- Tools → Automatic spelling document

Lesson 8

Columns - Tables - Text box

1. Repetition in columns
2. Column Size and width between columns
 - Explanation
 - Change
 - Different column widths
3. Columns-Tables
 - Differences
 - Proper use
4. Text box
 - What it is
 - Introduction (in all ways)
 - Reasons for Use
 - Formatting (Size, line, fill, Post, wrap)
 - Alignment within a text frame

Lesson 9

Images

1. Text wrapping around image
 - From the menu
 - With right click
2. Proportions and image size from the menu
3. Use Ctrl key for proportional resizing of the image

Lesson 10

Fonts

1. Fonts (for text, titles, symbols)
2. Font formatting (everything)
 - From the menu (the first tab and second)
 - With right click
 - From the toolbar

Lesson 11

Autoshapes

1. Drawing toolbar

- Show/Hide

2. Autoshapes

- Introduction (explanation of categories)
- Select
- Change size and position (from symbols that appear when selecting)
- Explain the green symbol that appears when selected
- Layout
- Delete

3. Using Shift Key

(When we design a line with Shift key pressed, it does not move freely, but takes only certain calls. So we can plan with greater ease of horizontal and vertical lines.)

Lesson 12

AutoShapes ...

1. Autoshapes

- Formatting
- Layout (everything and in relation to the text, relative to one another)
- Move (using Ctrl key + arrow keys of the keyboard)
- Align (horizontal/vertical)

Lesson 13

Completing the Autoshapes

1. Autoshapes
 - Grouping/Ungrouping
 - Shadows
 - 3D
 - Add text inside an AutoShape

2. Autoshapes and other applications

Lesson 14

Bullets and numbering

1. What are bullets and numbering
2. When we use dots and when numbering
3. Insert bullet or numbering
 - From the toolbar
 - From the menu
4. Bullets and numbering to existing text
5. Stop bullets and numbering to the next paragraph
6. Use indentation to dot or numbered - Composite numbering

Lesson 15

Completing the bullets and numbering

1. Change type dot
 - Use another bullet
 - Use symbol
 - Use image
2. Bullet Formatting
3. Change of type number
4. Numbering Formatting
 - Font
 - Alignment
5. Change the start number
6. Change type compound numerals
7. Use bullets and numbering, and other Office applications

Lesson 16

Finding and Replacing

1. Find and replace Menu
 - Find without criteria
 - Based on whether the letter is uppercase or small (under case)
 - According to only, the exact word
 - Identical replacement
 - Using the first letters of a Word
2. The shortcut key Ctrl+F
3. The concept of finding and replacing in the other Office programs and of Internet browser

Lesson 17

Impressive Presentations

1. Design templates
 - Definition of design template for the format of the presentation
 - Design button
 - Apply Design template and application selection

2. Types of view in PowerPoint (repeat)
 - Normal
 - Slide sort
 - Slide show

Lesson 18

Impressive slide transitions

1. Slide transition
2. Slide transition Effects
3. Slide transition effect settings
 - Speed
 - Sound
4. Animation schemes
5. Advance slides
 - With mouse clicks
 - Automatically
 - After a certain period of time

Lesson 19

Spelling and word count

1. Spell checking
 - From the menu
 - With right click
 - Language selection
2. Word count

Lesson 20

Email

1. Email basics

- Email definition
- Email Application and Webmail.

2. Email Application Interface.

- Open and close an Email application
- Understanding/Opening folders: Inbox, sent items, Outbox, Drafts, Deleted
- Open, read and close message

3. Create a new message

- Import e-mail addresses in recipient fields
- Email address format explanation(differences from the web address)
- Insert Subject
- Insert Body Message
- Use available spell check
- Send message

4. Sending and receiving messages

Lesson 21

More about Email

1. Aware of the risk of infection by computer virus in the attached message.

2. More to create a new message
 - Import e-mail addresses in the fields of notification, or hidden notification
 - Attach file to message
 - Delete attachment from message to send
 - Open and save attachments in a specific location
 - Forward a message
 - Reply a message with or without embedding the original message
 - Reply to sender, reply to all

3. Address Book
 - Creating and using recipient list
 - Add or Remove a contact from your address book
 - Address book update from incoming message

Lesson 22

Concluding with the Email

1. Manage messages

- Creating, naming and folder Management for efficient organisation of messages
- Delete a message
- Restore a message from the deleted items folder
- Purge deleted messages

2. Print

- Preview message
- Select Print configuration of a message
- Printing a message