

DEPARTMENT OF MEDICAL EDUCATION

University of Health Sciences, Lahore

Khayaban-e-Jamia Punjab, Lahore – 54600, Pakistan



Skills in Information Technology

This workshop is intended to help postgraduate trainees develop the 21st century technology skills needed for understanding of the most popular, current technologies used at home and in the workplace. You will become computer literate in this hands-on course while you learn to access, create, save and manage documents, spreadsheets and emails and use the Internet effectively. We demystify terminology and impart best practice skills for productive and secure use of hardware and software.

Intended Learning Outcomes

A. Introduction to computers

Upon completing requirements for this course, the student will be able to:

- a. Identify the basic elements required in a computer system.
- b. Produce electronic documents using various software applications.
- c. Illustrate the role of the computer for personal and professional uses

B. Microsoft Office

This section will introduce Microsoft Word, Microsoft Powerpoint & Microsoft Excel

MS Word

Upon completion of this course, participants should be able to:

1. Work with the basic features of Word
2. Create a new document
3. Work with a document

4. Display documents using various views
5. Select and work with text in a document
6. Use a range of font formatting techniques
7. Format paragraphs
8. Work effectively with features that affect the page layout of your document
9. Create and modify tabs and tables
10. Insert and work with clip art and pictures
11. Use the Mail Merge Wizard to perform mail merges
12. Print a document
13. Find the information you need in Help

MS PowerPoint

The basic objective of this section is to furnish the trainees knowledge up to a level, where they can design a professional power point presentation. At the end of the session the participants will be able to:

1. Identify the names and functions of the PowerPoint interface.
2. Create, edit, save, and print presentations.
3. Format presentations.
4. Add a graphic to a presentation.
5. Create and manipulate simple slide shows with outlines and notes.
6. Create slide presentations that include text, graphics, animation, and transitions.
7. Use design layouts and templates for presentations.
8. Create a PowerPoint presentation

MS Excel

The basic objective of this section is to familiarize participants with terminology, screen components and the most commonly used functions offered by Microsoft Excel. Emphasis will be placed on file naming and file management conventions.

After completion of this section training participants will be able to:

1. Identify the main components of the user interface
2. Identify the purpose of the commands on the menu bar
3. Enter data into a spreadsheet Perform basic mathematical operations in a spreadsheet
4. Explain the purpose of options available for printing a spreadsheet.
5. Successfully move from one cell to another containing formulas and text.
6. Use the fill function for dates and formulas.
7. Recognize and use basic parts of the Excel screen.
8. Navigate around a worksheet's cells with the tab key and mouse
9. Make a new worksheet with headings, text, numbers and the sum function.
10. Use the autofill feature
11. Insert charts into a spreadsheet.