

Second floor of  
Oguya plaza, Ugunja town  
Along Kisumu/Busia Road  
Opposite Easy Coach booking office

**RURALNET ICT ACADEMY**  
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## **AUTHORISED COURSE OUTLINE**

### **Week 1: Introduction to Computers**

- Definition of a computer
- Types of computers
- Basic computer hardware & peripherals
- Software (system vs application)
- Computer startup and shutdown procedures
- File and folder management
- Introduction to touch typing
- Speed and accuracy exercises
- Document preparation practice (letters, memos, CVs, reports)
- Office procedures (filing, printing, emailing, scanning)

### **Week 2: Operating System**

- Operating systems basics (Windows/Linux/Macintosh)
- Desktop, taskbar, and start menu navigation
- File management (copy, paste, delete, rename)
- Creating and managing folders
- Using accessories (calculator, notepad, paint, snipping tool)
- Installing and uninstalling software
- System settings (control panel, personalization, security basics)

### **Week 3: Microsoft Word**

- Creating, saving, and formatting documents
- Page setup and printing
- Tables, columns, and lists
- Inserting images, shapes, charts, and word art
- Styles, templates, and themes
- Mail merge (letters, labels, envelopes)
- Proofing tools (spell check, grammar, thesaurus)



## **Week 4: Microsoft Excel**

- Creating and saving workbooks
- Data entry and formatting cells
- Formulas and functions (SUM, AVERAGE, IF, VLOOKUP, etc.)
- Graphical analysis
- Sorting and filtering data
- Pivot tables basics
- Printing worksheets

## **Week 5: Microsoft Access (Database Management)**

- Introduction to databases
- Creating tables and relationships, Data entry and validation
- Forms and buttons
- Queries (select, update, delete)
- Reports and Printing reports
- Project (Encrypted Data entry system Development)

## **Week 6: Desktop Publishing (DTP) – MS Publisher / Canva**

- Introduction to DTP and Formatting text/objects
- Creating calendars, flyers/brochures, and business cards
- Exporting and printing designs

## **Week 7: Microsoft PowerPoint**

- Introduction to presentations
- Creating and saving slideshows
- Slide layouts and designs
- Applying transitions and animations
- Inserting images, charts, and videos
- Running a presentation (slideshow mode)
- Printing slides and handouts

## **Week 8: Networking, Internet & Email**

- Introduction to networking, internet and web browsers
- Using search engines effectively
- Downloading and uploading files
- Creating and managing an email account
- Sending, receiving, and organizing emails
- Email etiquette and attachments
- Cloud services (Google Drive, OneDrive, Dropbox basics)

