

Knowledge for Life

Preparing to study

If you are enrolled on a university or professional development course you need to be able to complete basic IT tasks, such as using eMail, word processing software to contact course tutors/leaders, prepare assignments and submit written work.

The video tutorials here demonstrate basic tasks using Word 2010 (word-processing), Outlook 2010 (eMail software), PowerPoint 2010 (presentations) and Excel 2010 (spreadsheet). These video tutorials are simple, short and very specific. No tutorials are longer than 5 minutes most are less than 3 minutes. Click on the link to start. Note that YouTube videos may be blocked on some networks.

Word 2010 (word processing)	Video Tutorial. Click on the link to start
How to print a document	http://youtu.be/gvZYbMIXGkc
How to save a document	http://youtu.be/PtYZqPnLkok
How to format a document layout	http://youtu.be/viOR45_Sdk4
Paragraph Spacing	http://youtu.be/b85TIA4Bzho
Using Styles	http://youtu.be/D2IWD1tDQEQ
How to do a spell check	http://youtu.be/ael8Vkz4lhA?list=PLF3C4D69A278327E2

Outlook 2010 (eMail)	Video Tutorial. Click on the link to start
How to attach a file to an email	http://youtu.be/l53LUZ473_4?list=PLpQQipWcxwt815xZwCC_PHaLAO_NghUtSE

PowerPoint 2010 (word processing)	Video Tutorial. Click on the link to start
Creating a presentation	http://youtu.be/oTxK_CqOwE?list=PL7DA7D9B2E6DB921C
Slide Basics	http://youtu.be/oJm1zcfgPA8?list=PL7DA7D9B2E6DB921C
Managing your slides	http://youtu.be/X2ORZIA-HsY?list=PL7DA7D9B2E6DB921C
Modifying Lists	http://youtu.be/slyhY-bqTc4?list=PL7DA7D9B2E6DB921C
Insert Images	http://youtu.be/VGoRrZS23aQ?list=PL7DA7D9B2E6DB921C
Presenting a Slide Show	http://youtu.be/yYwven7RPBA?list=PL7DA7D9B2E6DB921C
Saving Presentations	http://youtu.be/KI2p2otgLyg?list=PL7DA7D9B2E6DB921C

Excel 2010 (word processing)	Video Tutorial. Click on the link to start
Creating Workbooks	http://youtu.be/17aAmSQYnfM?list=PL6B8144DFA8842F71
Cell Basics	http://youtu.be/jQGo3dPPQoc?list=PL6B8144DFA8842F71
Modifying Cells, Rows and Columns	http://youtu.be/iquDYNFLB5U?list=PL6B8144DFA8842F71
Formatting Cells	http://youtu.be/AH7cT96frWs?list=PL6B8144DFA8842F71
Simple Formulas	http://youtu.be/JJPjs-IITAw?list=PL6B8144DFA8842F71
Saving	http://youtu.be/P3WhOlsNBv4?list=PL6B8144DFA8842F71

More GCFlearn Free video tutorials, including more about the Microsoft suite of products can be found here [GCFlearnFree.org].

NWAS LKS

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