

<b>Training objectives</b>	<i>Day 1 : Introduction to computers</i>	<i>Day 2: Introduction to Microsoft Word</i>	<i>Day 3: Introduction to Microsoft Excel and Msingi Pack</i>
Understand the Basic computing	Introduction to computers	Introduction to Microsoft Word	Introduction to Microsoft Excel
Effectively use the devices (Desktop computers, projector,) in the classroom	Computer Input and Output devices	Creating, Editing, Saving and Printing documents	Entering data and formatting cells
Effectively use digital content provided on the devices (Msingi Pack)	Introduction to windows 10	Formatting text and paragraphs	Creating, editing and formatting worksheets
Manage the class using the Classroom Management System (CMS) known as Netsupport	Windows 10 navigation	Inserting tables, and images	Performing basic calculations
Acquire basic navigation skills in Windows 10	Creating file and folders	Use of templates	Creating charts and graphs
Introduction to MS Word, Excel and PowerPoint			<b>MsingiPACK content</b>
Perform basic troubleshooting of the devices	Basic troubleshooting of the devices		Content Navigation
Understand the frequently asked questions			Switching grades
			Accessing exercises and tests
<b>Training methodologies</b>	<i>Day 4: Introduction to Microsoft PowerPoint and Net Support for Class Management</i>	<i>Day 5: Internet and ICT Intergration in class</i>	
Projecting training materials and projecting demonstration	Introduction to Microsoft PowerPoint	Introduction to Internet	
Practical sessions/ Demonstration – Trainee were randomly picked to demonstrate different concepts taught	Creating, editing and formatting presentations	How to access online resources	
Individual Presentation – Each trainees demonstrated the concepts taught using the teaching aids provided.	Adding images, videos, and animations	Cybersecurity and online Safety	
Recaps	Slideshow	<b>ICT Intergration</b>	
Q & A sessions	<b>Net support for Class Management</b>	Demonstration ICT Intergration in a classroom setup	
Assignments	Registration function	Using provided ICT resources for CBC delivery	
	Show menu		
	View and View all function		
	Refresh function		
	Lock		
	Unlock		
	Blank all		
	Send and collect work		