PDM9L6 IT Skills

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Introduction

• In the University we need to:
  – Introduce the students to computer use
  – Provide them with basic Information Technology Skills

• PDM9L6 is the answer
• No prior knowledge is assumed
• Work at your own pace
Topics Covered

PDM9L6

Windows
Spreadsheets
Internet
Web Pages
Text and Graphics
Presentations
Topic One

• Details about this topic
• Supporting information and examples
• How it relates to your audience
Topic Two

- Details about this topic
- Supporting information and examples
- How it relates to your audience
Topic Three

• Details about this topic
• Supporting information and examples
• How it relates to your audience
Real Life

• Give an example or real life anecdote
• Sympathize with the audience’s situation if appropriate
What This Means

• Add a strong statement that summarizes how you feel or think about this topic
• Summarize key points you want your audience to remember
Next Steps

- Summarize any actions required of your audience
- Summarize any follow up action items required of you