

‘Computer maintenance and useful applications for creating teaching resources’ – NCTE/T4 Spring 2010 Course

The NCTE, in conjunction with T4, has developed a course in ‘**Computer maintenance and useful applications for creating teaching resources**’ which is now being offered to teachers through the education centre network.

The aim of the course is enable teachers carry out basic software maintenance on their school computers and to enable them to develop their own teaching resources to meet their own particular needs. The course will demonstrate how a number of IT applications can be integrated to produce interactive resources to suit the individual learning styles of their students. As teachers use a desktop/laptop as a teaching tool, the basic maintenance and care of this hardware will also be an aspect of this course. This course is a total of 15 hours duration and will be delivered over six sessions of 2.5 hours.

Outline of course topics:

- **Unit 1 - Basic maintenance and care of desktop/laptop computers**
While it is not feasible for teachers to maintain the computer hardware, it is feasible for them to maintain the system and application software. Computers get slower over time. This is due to a combination of factors, all software related. With regular maintenance, it is possible to keep computers running at their optimal speed. This unit will deals with issues such as storage maintenance, scheduled tasks, disk imaging and malware.
- **Unit 2: Creating worksheets using MS Word 2007**
This unit will deal creating worksheets using MS Word. A number of other applications will be used in the creation of the material such as SolidWorks and image capturing software. Converting worksheets to Portable Document Format (pdf) using freeware where appropriate will also be addressed.
- **Unit 3: Creating worksheets using MS Publisher 2007**
Microsoft Publisher gives you the opportunity to combine images, graphics and text in ways that will suit the production of most worksheets for the technology subjects. It is also a useful application for the production of design portfolios, reports, etc.
- **Unit 4: Creating PowerPoint presentations (1)**
A PowerPoint presentation is a collection of electronic slides which can contain text, tables, graphics, pictures, sound and video. The first of two units explores
 - Creating slides containing text, tables and graphics
 - Custom animation of slides
 - Animating presentations
 - Creating master slides
- **Unit 5: Creating PowerPoint presentations (2)**
The second unit in creating PowerPoint presentation will focus on the following:
 - Inserting SolidWorks eDrawings

- Inserting Movie and Sound files
- File management issues

➤ **Unit 6: Creating AVI files for on-line tutorials**

Video tutorials are a very powerful communication tool which allows users to watch and learn at their own pace. These tutorials give an over the shoulder view of the tasks being carried out in a clear and logical manner for learning. This unit explores the creation of video tutorials and basic editing.

If you are interested in attending the course please contact the ICT Administrator in your local education centre for course dates and venues if you have not already received the course details.