Areef Ali & Associates Business Solutions

Presents an Instructor led, Online workshop for Form I & II students

"Critical IT Skills for Secondary School Starters"

Facilitator
Mr. Areef Ali B.Sc, FCCA, CA, MBA

Thu 1st to Sat 3rd & Mon 5th & Tue 6th October 2020

Contact with inquiries:

Lina 480-1453 or Areef 788-7538 or E-mail: info@aaa-bsol.com
Click here to Register

"Let Us Help You Get There!"

"Critical IT Skills for Secondary School Starters"

Overview
Covid-19 has presented significant challenges for our children's education, accelerating the need for online training. This workshop aims to provide kids in Forms 1 & 2 with the key IT skills they need to succeed in the new computer based, online school environment.

Seminar Format / Presentation approach
This is an interactive workshop with a mix of tutoring using practical examples, hands on exercises and Q&As.

Facilitator Profile & How & Why we developed this Workshop
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Participant Prerequisites
- You should have basic experience with using computers: clicking and dragging with a mouse.
- Have a Windows 10 computer equipped with a webcam and working audio
- Have internet access with a Chrome browser
- Have Zoom & MS Word installed on your computer

What are Key learning points & benefits for your kids?
- ***Develop*** core IT skills to succeed at your academics in 1 short program. Learn many new tips, tricks & techniques.
- ***Increase*** your work productivity and reduce Frustration. The techniques you learn can reduce the time your kids take to perform tasks from hours to minutes.
- ***Receive*** all practice exercise, videos, other training materials & solutions online.
- ***Leverage*** this opportunity to learn from the comfort and safety of your home

Workshop Invoice & Pricing
The training price is TT$444.44 + VAT = $500.00 per student. Once you register via the online link here we will send you an invoice with instruction to pay online via direct bank transfer. Alternatively you can pay via cash at our Success Centre Office here. Call 1st 788-7538 before visiting.

"Critical IT Skills for Secondary School Starters"
Course Outline Thu 1st to Sat 3rd & Mon 5th & Tue 6th October 2020
Time: 4:00pm to 6:00pm each day

#	Program / Tool	Topics
1	General IT environment	Base concepts: Hardware (cpu, memory, hard drive, other storage media) & software (operating system, programs & applications)
2	General IT environment	Base concept: The Internet: Background, what it is, how it works
3	Windows	How to navigate to files on your computer
4	Windows	Creating folders & subfolders to store project / subject work
5	Windows	Using the taskbar for easy Program access
6	Windows	Quick view & Switch between programs in windows
7	Windows	Program view frozen & can jump with Tab or arrow key
8	Windows	Multitasking view / programs view & timeline
9	Windows	Backing up info to an external hard drive
10	Windows	How to use the snip & sketch tool in windows to take screen shots and extract relevant images for your reports and school projects
11	Windows	Closing an unresponsive program
12	Windows	How to get a split screen: view side by side your project document and an internet web page, to allow you to copy and paste project information. Use the Windows key & l or r keys
13	Windows	Getting a 2nd clear / uncluttered windows desktop to work from
14	Windows	Using the windows magnifier
15	Windows	Too many apps open. How do you minimise all to view your desktop?
16	Windows	How to adjust computer settings quickly or view computer specs
17	Windows	How to clear your desktop view clutter from too many icons.
18	Windows	Cycle through multiple files from a program you are currently in
19	Android Phone	How to take pictures & save them to your project folder
20	Android Phone	How to manipulate pictures to crop and extract the relevant part needed for your project
21	Android Phone	Using notepad to save information on your phone to view offline
22	Android Phone	Saving files online to google drive & onedrive from your phone
23	Gmail	Using gmail to send & receive messages
24	Gmail	set up and schedule meetings, tasks
25	Gmail	Using the gmail calendar to schedule and plan your study & class timetable

"Critical IT Skills for Secondary School Starters"

Course Outline Cont'd Thu 1st to Sat 3rd & Mon 5th & Tue 6th October 2020
Time: 4:00pm to 6:00pm each day

#	Program / Tool	Topics
26	Google Classroom	How to use google classroom
27	Google Classroom	Tips & Tricks
28	Google Classroom	Saving files
29	Google Classroom	Uploading homework files: Word, Excel, Google docs
30	Google docs	Create & save projects using google docs
31	Google docs	Tips and tricks using Google docs
32	Google drive / One drive	How to create folders and save files & access files on line
33	Google drive / One drive	Review pros and cons of hard drive storage vs online
34	Time saving free apps	Grammarly
35	Time saving free apps	Incredible start page
36	Time saving free apps	Google lens
37	Whats app	How to use Whats app efficiently
38	Whats app	Opening and using whats app from your computer - using whats app web
39	Whats app	Saving documents - test papers, worksheets, other homework & web links from whats app to your computer / online folders
40	Whats app	How to Search through whats app automatically to pinpoint past messages
41	Zoom / Google Meet	How to use effectively
42	Zoom / Google Meet	Tips & Tricks
43	Zoom / Google Meet	How students can set up and have their own group meetings for projects
44	Word	Basics of using Word to create a Project
45	Word	Create an effective Cover page and Table of Contents
46	Word	Shortcuts & Tips
47	Word	Numbering pages
48	Word	Using speech to text feature in Word - save timer from typing
49	Word	How to copy and paste images the right way
50	Word	Using borders in your Project
51	Word	Using the right bullets in your project
52	Word	How to align & format your project effectively
53	Word	Saving options & printing options with your documents

Facilitator Profile & How this course was developed

Areef Ali is the principal consultant at Areef Ali and Associates Business Solutions (AABS). He holds a B.Sc. in Industrial Management, an FCCA designation from the ACCA and a Herriot Watt University MBA. He is a member of both accounting and human resource management bodies in Trinidad and Tobago.

Areef retired his day job in mid-2006 and started his own business as a corporate consultant, trainer and facilities manager.

He is the father of 3 boys. His eldest child placed in the top 200 in the 2019 SEA exams and his 2nd child is awaiting SEA results. Areef admits that his efforts pre COVID-19 were little for SEA exam preparation compared to his wife, who devoted most of her time assisting the kids. In his words, "My work with the kids pre pandemic was limited to any IT issues they had and general development advice. My wife did the bulk of work with them."

Areef also indicated: "Since the pandemic, I had to spend more time with the kids helping with their school projects and online classes". I realised the way they were doing some of the IT things required for school was inefficient. In some cases, I was able to save my eldest son several hours of work. This gave me the impetus to develop this course. I realized that many parents may not have the time or be able to do this type of training with their child and I thought it would be an opportunity to help."

In April 2017 AABS launched the "Areef Ali & Associates Success Centre". You can visit and get more information on the centre from: https://www.aaa-bsol.com/. AABS aims to help organisations & individuals achieve success. The Centre is available for rental to organisations for training, meeting room rentals and other event rentals.