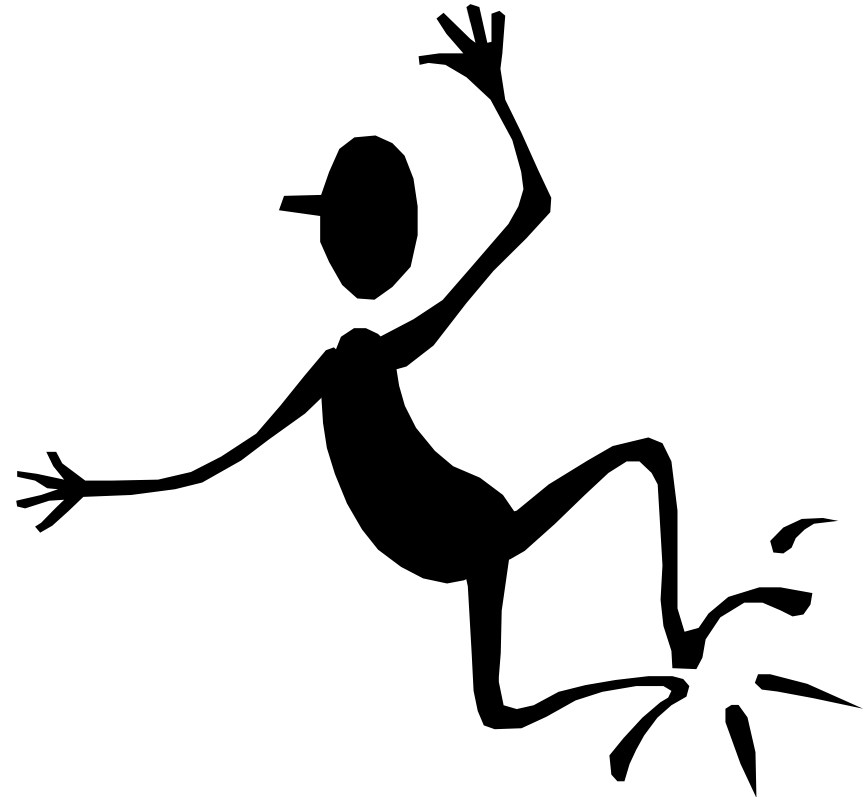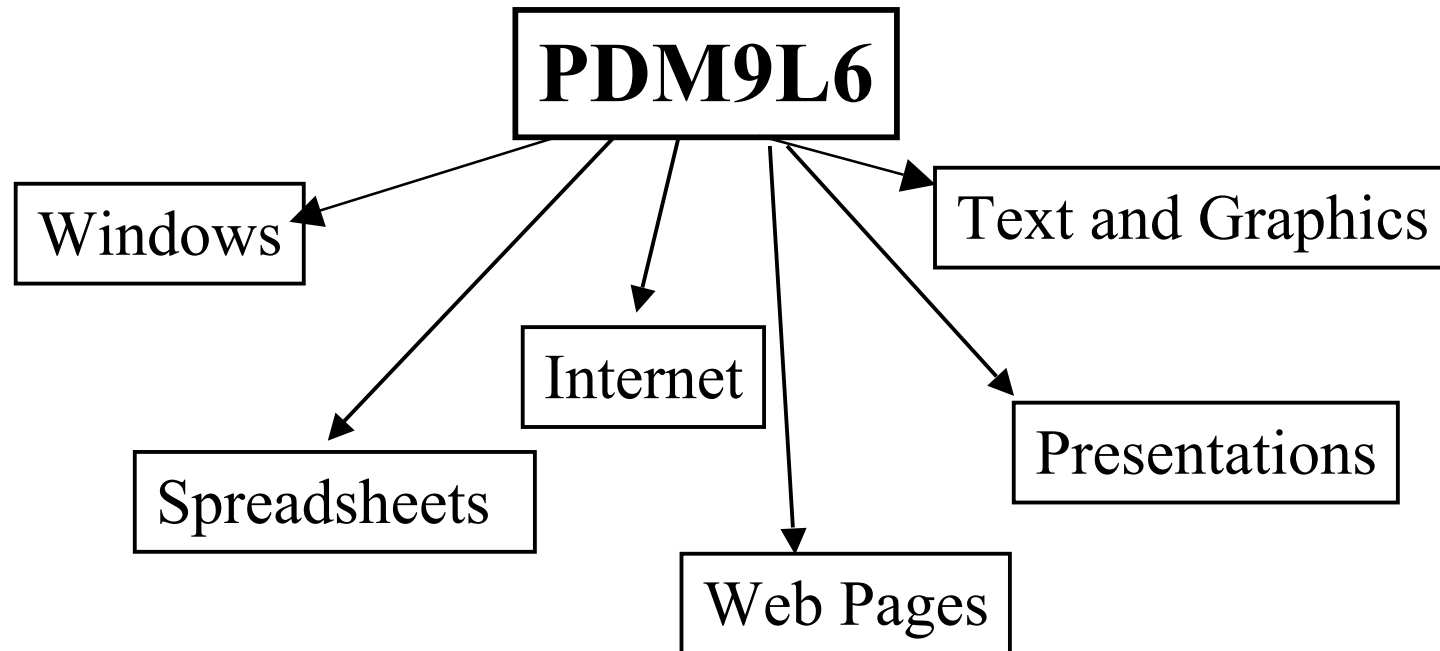# PDM9L6 IT Skills

- Carron Shankland

# 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