

Annexure A:

The MS PiL 'ICT Skills for Teachers" course comprises of online activities as well as offline completion and uploading of a set of 30 tasks.

Applications from the Office suite that will be used to complete the activities:

- Word
- Excel
- PowerPoint
- Publisher
- OneNote

Beginner level		Intermediate level		Advanced Level	
Tasks	Application	Tasks	Application	Tasks	Application
Module 1		Module 5		Module 9	
Write a letter	Word	Draw up a budget	Excel	Create Curriculum learning resources	OneNote
Write a good news note	Word	Create simple mark book	Excel		
Write a short bulletin	Word	Create a class planner	Excel		
Module 2		Module 6		Module 10	
Disciplinary Note	Word	Data analysis	Excel	Mail merge a letter	Word
Class Test	Word	Create a graph	Excel	Create a dynamic mark book	Excel
Creating a simple worksheet	Word	Create an interactive picture	Excel	Create a pivot table	Excel
Module 3		Module 7		Forms based documents	Word
Design a concert program	Word	Create a simple presentation	PowerPoint		
Design an Assessment tool	Word	Create a multimedia presentation	PowerPoint		
Reviewing documents	Word	Create a presentation template	PowerPoint		
Module 4		Module 8			
Design a certificate	Publisher	Organise information in outline	Word PowerPoint		
Design a newsletter	Publisher	Import chart into Word	Excel Word		
Design a poster	Publisher	Use Internet Information	Internet Word		