



**MOI UNIVERSITY**  
**INFORMATION AND COMMUNICATION TECHNOLOGY CENTER**  
**TRAINING SCHEDULE**

<b>DURATION:</b>	<b>FROM 27<sup>th</sup> January to 12<sup>th</sup> February 2010</b>
<b>LOCATION:</b>	<b>ICT TRAINING ROOM, MAIN CAMPUS</b>
<b>SESSIONS:</b>	<b>MORNING: 8.30AM TO 10.30AM 11.00AM TO 1.00PM AFTERNOON: 2PM TO 4 PM</b>
<b>TOTAL NO. OF HOURS:</b>	<b>30 HOURS</b>
<b>OBJECTIVE:</b>	<b>EQUIPPING TRAINEES WITH KNOWLEDGE AND PRACTICAL SKILLS FOR CREATING PRESENTATIONS AND USING THE INTERNET TO COMMUNICATE AND RESEARCH.</b>
<b>APPLICATIONS:</b>	<b>MS WORD, MS POWERPOINT, MS EXCEL ,THE INTERNET &amp; E-MAIL</b>
<b>INSTRUCTORS:</b>	<b>FIVE</b>
<b>EQUIPMENT:</b>	<b>17 WORKSTATIONS CONNECTED TO THE INTERNET</b>
<b>EVALUATION METHOD:</b>	<b>PRACTICAL ASSESSMENT</b>



## LIST OF TRAINEES

**N/B:** Kindly note that the Academic Division is yet to submit their nominees for the training and each group should comprise of 16 members.

### THREE GROUPS

#### GROUP A

- |                       |   |
|-----------------------|---|
| 1. Ms. M. Mutwol      | Ag. Finance Officer                       |
| 2. Dr. P. E. Opakas   | Senior Principal Admin. Officer (Admin)   |
| 3. Dr. J. A. Mumia    | Chief Medical Officer                     |
| 4. Mr. P.C.K. Barmase | Principal Admin. Officer(Personnel)       |
| 5. Mr. M.K. Sing'oei  | Principal Admin. Officer(C. Secretariat)  |
| 6. Mr. I. K. Birgen   | Ag. Principal Admin. Officer(C. Services) |
| 7. Ms. J. Manani      | Legal Officer                             |
| 8. Mr. C. M. Nyenze   | Ag. Principal Admin. Officer(C. Services) |



**GROUP B**

- |                          |                                |
|--------------------------|--------------------------------|
| 1. Mr. R. Ngetich        | Ag. Transport & Garage Manager |
| 2. Mr. C. Chesang        | Catering & Hostels Manager     |
| 3. Mr. J. K. Kigen       | Farm Manager                   |
| 4. Mr. I. Kiptabut       | Training Officer               |
| 5. Major (Rtd.) Kiplagat | Chief security Officer         |
| 6. Ms. Evelyn Chelangat  | Estates Officer                |
| 7. Mr. G. Aduda          | Administrative Assistant       |
| 8. Mr. D. K. Kandie      | Ag. Chief Accountant           |



**GROUP C**

- |                      |   |
|----------------------|---|
| 1. Mrs. E. Tanui     | Hostels Officer                               |
| 2. T. Shikanga       | Senior Clinical Officer                       |
| 3. Mrs. M.C. Kurui   | Senior Admin.Assistant (Central Services)     |
| 4. Ms. B.C. Chelobei | Administrative Assistant (Council Secretariat |
| 5. Mrs. E.V. Kiboss  | Senior Admin. Officer (Personnel)             |
| 6. Ms. P. Nyoru      | Admin.Assistant (Personnel)                   |
| 7. Mr. W.C. Kipkorio | Administrative Officer (R&T)                  |
| 8. Mr. Erick Saina   | Senior Maintenance Officer (Estates)          |



Date	Time	Event
<b>27<sup>th</sup> January 2010 GROUP A</b>	8.30am - 10.00am	<ul style="list-style-type: none"><li>• Getting Started with Microsoft Word 2003?</li><li>• What is Microsoft Word 2003?</li><li>• The Word Window</li><li>• Menu Bar</li><li>• Viewing / Hiding Toolbars</li><li>• Shortcut Menus</li><li>• Task Pane</li><li>• Views</li><li>• Normal View</li><li>• Web Layout View</li><li>• Print Layout View</li><li>• Outline View</li><li>• Reading Layout</li><li>• Working with Files</li></ul>
<b>27<sup>th</sup> January 2010 GROUP A</b>	10.30am - 12.00pm	<ul style="list-style-type: none"><li>• Create New Documents</li><li>• Open Existing Documents</li><li>• Save Documents</li><li>• Rename Documents</li><li>• Close Documents</li><li>• Working with Text</li><li>• Type and Insert Text</li><li>• Highlight Text</li><li>• Delete Text</li><li>• Spelling and Grammar</li><li>• Formatting Text</li><li>• Formatting Toolbars</li></ul>



		<ul style="list-style-type: none"><li>• Move, Cut, Copy, and Paste Text</li><li>• Undo and Redo Options</li><li>•</li></ul>
<b>27<sup>th</sup> January 2010 GROUP B</b>	2.00pm - 4.00pm	<ul style="list-style-type: none"><li>• Getting Started with Microsoft Word 2003?</li><li>• What is Microsoft Word 2003?</li><li>• The Word Window</li><li>• Menu Bar</li><li>• Viewing / Hiding Toolbars</li><li>• Shortcut Menus</li><li>• Task Pane</li><li>• Views</li><li>• Normal View</li><li>• Web Layout View</li><li>• Print Layout View</li><li>• Outline View</li><li>• Reading Layout</li><li>• Working with Files</li></ul>
		<ul style="list-style-type: none"><li>• Create New Documents</li><li>• Open Existing Documents</li><li>• Save Documents</li><li>• Rename Documents</li><li>• Close Documents</li><li>• Working with Text</li><li>• Type and Insert Text</li><li>• Highlight Text</li><li>• Delete Text</li><li>• Spelling and Grammar</li><li>• Formatting Text</li><li>• Formatting Toolbars</li></ul>



		<ul style="list-style-type: none"><li>• Move, Cut, Copy, and Paste Text</li><li>• Undo and Redo Options</li></ul>
<b>28<sup>th</sup> January 2010 GROUP C</b>	8.30am - 10.00am	<ul style="list-style-type: none"><li>• Getting Started with Microsoft Word 2003?</li><li>• What is Microsoft Word 2003?</li><li>• The Word Window</li><li>• Menu Bar</li><li>• Viewing / Hiding Toolbars</li><li>• Shortcut Menus</li><li>• Task Pane</li><li>• Views</li><li>• Normal View</li><li>• Web Layout View</li><li>• Print Layout View</li><li>• Outline View</li><li>• Reading Layout</li><li>• Working with Files</li></ul>
<b>28<sup>th</sup> January 2010 GROUP C</b>	10.30am - 12.00pm	<ul style="list-style-type: none"><li>• Create New Documents</li><li>• Open Existing Documents</li><li>• Save Documents</li><li>• Rename Documents</li><li>• Close Documents</li><li>• Working with Text</li><li>• Type and Insert Text</li><li>• Highlight Text</li><li>• Delete Text</li><li>• Spelling and Grammar</li></ul>



		<ul style="list-style-type: none"><li>• Formatting Text</li><li>• Formatting Toolbars</li><li>• Move, Cut, Copy, and Paste Text</li><li>• Undo and Redo Options</li></ul>
<b>28<sup>th</sup> January 2010 GROUP A</b>	2.00pm - 4.00pm	<ul style="list-style-type: none"><li>• Lists</li><li>• Bulleted and Numbered Lists</li><li>• Nested Lists</li><li>• Columns</li><li>• Graphics</li><li>• Add Clip Art Images</li><li>• Add Images from Files</li><li>• Printing Documents</li><li>• Print Preview</li><li>• Printing</li></ul>
<b>29<sup>th</sup> January 2010 GROUP B</b>	8.30am - 10.00am	<ul style="list-style-type: none"><li>• Lists</li><li>• Bulleted and Numbered Lists</li><li>• Nested Lists</li><li>• Columns</li><li>• Graphics</li><li>• Add Clip Art Images</li><li>• Add Images from Files</li><li>• Printing Documents</li><li>• Print Preview</li><li>• Printing</li></ul>
	10.30am - 12.00pm	<ul style="list-style-type: none"><li>• Introduction to MS PowerPoint 2003.</li><li>• Starting PowerPoint 2003</li><li>• Creating a new presentation.</li></ul>



		<ul style="list-style-type: none"><li>• Adding slides to the new presentation</li><li>• Using the formatting toolbar to format text.</li><li>• Applying slides layouts</li><li>• Creating the correct title slide.</li></ul>
<b>29<sup>th</sup> January 2010 GROUP C</b>	2.00pm - 4.00pm	<ul style="list-style-type: none"><li>• Lists</li><li>• Bulleted and Numbered Lists</li><li>• Nested Lists</li><li>• Columns</li><li>• Graphics</li><li>• Add Clip Art Images</li><li>• Add Images from Files</li><li>• Printing Documents</li><li>• Print Preview</li><li>• Printing</li></ul>
<b>1<sup>st</sup> February 2010 GROUP A</b>	8.30am - 10.00am	<ul style="list-style-type: none"><li>• Introduction to MS PowerPoint 2003.</li><li>• Starting PowerPoint 2003</li><li>• Creating a new presentation.</li><li>• Adding slides to the new presentation</li><li>• Using the formatting toolbar to format text.</li><li>• Applying slides layouts</li><li>• Creating the correct title slide.</li></ul>
	10.30am - 12.00am	<ul style="list-style-type: none"><li>• Saving the presentation in the correct location.</li><li>• Slide views.</li><li>• Expanding the type-in box.</li><li>• Creating charts.</li><li>• Adding animated images and sounds.</li></ul>



<b>1<sup>st</sup> February 2010 GROUP B</b>	2.00pm - 4.00pm	<ul style="list-style-type: none"><li>• Inserting clips from the internet</li><li>• Saving the presentation in the correct location.</li><li>• Slide views.</li><li>• Expanding the type-in box.</li><li>• Creating charts.</li><li>• Adding animated images and sounds.</li><li>• Inserting clips from the internet</li></ul>
		<ul style="list-style-type: none"><li>• Adding slide transitions.</li><li>• Using the clip organizer.</li><li>• Inserting auto shapes.</li><li>• Viewing the drawing toolbars</li><li>• Using text art.</li><li>• Adding custom animation.</li><li>• Adding color to slides.</li></ul>
<b>2<sup>nd</sup> February 2010 GROUP C</b>	8.30am - 10.00am	<ul style="list-style-type: none"><li>• Introduction to MS PowerPoint 2003.</li><li>• Starting PowerPoint 2003</li><li>• Creating a new presentation.</li><li>• Adding slides to the new presentation</li><li>• Using the formatting toolbar to format text.</li><li>• Applying slides layouts</li><li>• Creating the correct title slide.</li></ul>
<b>2<sup>nd</sup> February 2010 GROUP C</b>	10.30am - 12.00am	<ul style="list-style-type: none"><li>• Saving the presentation in the correct location.</li><li>• Slide views.</li><li>• Expanding the type-in box.</li><li>• Creating charts.</li><li>• Adding animated images and sounds.</li><li>• Inserting clips from the internet</li></ul>



<b>2<sup>nd</sup> February 2010 GROUP A</b>	2.00pm - 4.00pm	<ul style="list-style-type: none"><li>• Adding slide transitions.</li><li>• Using the clip organizer.</li><li>• Inserting auto shapes.</li><li>• Viewing the drawing toolbars</li><li>• Using text art.</li><li>• Adding custom animation.</li><li>• Adding color to slides.</li></ul>
<b>3<sup>rd</sup> February 2010 GROUP C</b>	8.30am - 10.00am	<ul style="list-style-type: none"><li>• Adding slide transitions.</li><li>• Using the clip organizer.</li><li>• Inserting auto shapes.</li><li>• Viewing the drawing toolbars</li><li>• Using text art.</li><li>• Adding custom animation.</li><li>• Adding color to slides.</li></ul>
	10.30pm - 12.00pm	<ul style="list-style-type: none"><li>• Starting excel 2003</li><li>• Moving around the spread sheet</li><li>• Widening columns.</li><li>• Inserting rows</li><li>• Aligning cells</li><li>• Saving spreadsheets</li><li>• Retrieving spread sheets</li><li>• Adding numbers</li></ul>
<b>3<sup>rd</sup> February 2010 GROUP B</b>	2.00pm - 4.00pm	<ul style="list-style-type: none"><li>• Starting excel 2003</li><li>• Moving around the spread sheet</li><li>• Widening columns.</li><li>• Inserting rows</li><li>• Aligning cells</li><li>• Saving spreadsheets</li><li>• Retrieving spread sheets</li></ul>



<b>4<sup>th</sup> February 2010 GROUP A</b>	8.30am - 10.00am	<ul style="list-style-type: none"><li>• Adding numbers</li><li>• Starting excel 2003</li><li>• Moving around the spread sheet</li><li>• Widening columns.</li><li>• Inserting rows</li><li>• Aligning cells</li><li>• Saving spreadsheets</li><li>• Retrieving spread sheets</li><li>• Adding numbers</li></ul>
	10.30am - 12.00pm	<ul style="list-style-type: none"><li>• Type in method</li><li>• Point method</li><li>• Function method</li><li>• Functions</li><li>• Auto sum method</li><li>• Cell formatting</li><li>• copying</li></ul>
<b>4<sup>th</sup> February 2010 GROUP B</b>	2.00pm - 4.00pm	<ul style="list-style-type: none"><li>• Type in method</li><li>• Point method</li><li>• Function method</li><li>• Functions</li><li>• Auto sum method</li><li>• Cell formatting</li><li>• copying</li></ul>
		<ul style="list-style-type: none"><li>• copying percentage formula</li><li>• absolute cell reference</li><li>• printing</li><li>• graphics</li><li>• renaming tabs</li></ul>



<b>5<sup>th</sup> February 2010 GROUP C</b>	8.30am - 10.00am	<ul style="list-style-type: none"><li>• Type in method</li><li>• Point method</li><li>• Function method</li><li>• Functions</li><li>• Auto sum method</li><li>• Cell formatting</li><li>• copying</li></ul>
	10.30am - 12.00pm	<ul style="list-style-type: none"><li>• copying percentage formula</li><li>• absolute cell reference</li><li>• printing</li><li>• graphics</li><li>• renaming tabs</li></ul>
<b>5<sup>th</sup> February 2010 GROUP A</b>	2.00pm - 4.00pm	<ul style="list-style-type: none"><li>• copying percentage formula</li><li>• absolute cell reference</li><li>• printing</li><li>• graphics</li><li>• renaming tabs</li></ul>
<b>8<sup>th</sup> February 2010 GROUP B</b>	8.30am - 10.00am	<ul style="list-style-type: none"><li>• Introduction to Internet.</li><li>• Definition of Internet</li><li>• Internet terminology</li><li>• Common Internet services</li><li>•</li></ul>
	10.30am - 12.00pm	<ul style="list-style-type: none"><li>• Who uses the Internet</li><li>• How the web works</li><li>• Uniform Resource Locators (URLs)</li><li>• Starting Internet Explorer Browser</li></ul>



<b>8<sup>th</sup> February 2010 GROUP C</b>	2.00pm - 4.00pm	<ul style="list-style-type: none"><li>• Introduction to Internet.</li><li>• Definition of Internet</li><li>• Internet terminology</li><li>• Common Internet services</li><li>•</li></ul>
<b>9<sup>th</sup> February 2010 GROUP A</b>	8.30am - 10.00am	<ul style="list-style-type: none"><li>• Introduction to Internet.</li><li>• Definition of Internet</li><li>• Internet terminology</li><li>• Common Internet services</li><li>•</li></ul>
	10.30am - 12.00pm	<ul style="list-style-type: none"><li>• Who uses the Internet</li><li>• How the web works</li><li>• Uniform Resource Locators (URLs)</li><li>• Starting Internet Explorer Browser</li></ul>
<b>9<sup>th</sup> February 2010 GROUP B</b>	2.00pm - 4.00pm	<ul style="list-style-type: none"><li>• The Internet Explorer screen</li><li>• Searching the Net</li><li>• Getting a Web-based e-mail account</li></ul>
<b>10<sup>th</sup> February 2010 GROUP C</b>	8.30am - 10.00am	<ul style="list-style-type: none"><li>• Who uses the Internet</li><li>• How the web works</li><li>• Uniform Resource Locators (URLs)</li><li>• Starting Internet Explorer Browser</li></ul>
	10.30am - 12.00pm	<ul style="list-style-type: none"><li>• The Internet Explorer screen</li><li>• Searching the Net</li><li>• Getting a Web-based e-mail account</li></ul>
<b>10<sup>th</sup> February 2010</b>	2.00pm - 4.00pm	<ul style="list-style-type: none"><li>• The Internet Explorer screen</li></ul>



<b>GROUP A</b>		<ul style="list-style-type: none"><li>• Searching the Net</li><li>• Getting a Web-based e-mail account</li></ul>
<b>11<sup>th</sup> February 2010 GROUP B</b>	8.30am - 10.00am	<ul style="list-style-type: none"><li>• Reading and Sending mail</li><li>• Deleting and moving mail</li><li>• Setting Options</li></ul>
<b>11<sup>th</sup> February 2010 GROUP A</b>	10.30am - 12.00pm	<ul style="list-style-type: none"><li>• Reading and Sending mail</li><li>• Deleting and moving mail</li><li>• Setting Options</li></ul>
<b>11<sup>th</sup> February 2010 GROUP C</b>	2.00pm - 4.00pm	<ul style="list-style-type: none"><li>• Reading and Sending mail</li><li>• Deleting and moving mail</li><li>• Setting Options</li></ul>
<b>12<sup>th</sup> February 2010 GROUP C</b>	8.30am - 10.00am	<b>ASSESSMENT</b>
<b>12<sup>th</sup> February 2010 GROUP A</b>	10.30am - 12.00pm	<b>ASSESSMENT</b>
<b>12<sup>th</sup> February 2010 GROUP B</b>	2.00pm - 4.00pm	<b>ASSESSMENT</b>