

Module 3: Digital Content Creation

Main objective:

This module focuses on digital representation of common concepts, like written documents, charts and pictures. Learners will learn how to create and manage the most common document formats.

Topics:	Learning Outcomes:
1. MS Office	1.1 Write and format a structured document using MS Word 1.2 Create simple formulas and charts using MS Excel 1.3 Create basic presentations using MS PowerPoint
2. Picture and video	2.1 Create photo albums 2.2 Crop, resize and rotate images 2.3 Create a video from pictures 2.4 Add music to a mute video 2.5 Cut and merge videos