

EDPM Made Easy contains step-by-step instructions which demonstrate production principles. It focuses on developing presentation skills and integrating Microsoft Office applications.

This course is a self-study guide which assists students to prepare for the CXC Electronic Document Preparation and Management (EDPM) exam. Users of this course will develop skills in word-processing, spreadsheet analysis, creating presentations, file management and using e-mail.

## Features

- Easy to install and use
- Photo based to enhance learning
- Contains narrations (Synthesized Speech)
- Contains illustrations and digital images
- Contains diagrams and illustrations
- Contains interactive questions
- Contains text explaining challenging concepts
- Easy navigation of screens and topics
- Fully interactive and learner centered
- Provides a stimulating learning environment
- Contains Web links and online resources

This course provides a practical guide for using computer systems in the office environment. It demonstrates how to produce standard documents and presentations with Microsoft Office applications.

## Course Topics

**Computer Hardware** – A study of input devices, storage devices and output devices which are used with computers.

**Data Communication** – This module exposes students to data communication concepts.

**Computer Software** – This module introduces students to computer software, types of software, operating systems and common application software used on personal computers.

**Windows Skills** – This module covers basic Microsoft Windows skills.

**Microsoft Office** (Using Microsoft Office applications) – This module introduces the basic features of Microsoft Office.

**Document Preparation** – This module examines the use of standard document preparation techniques

**Microsoft Word** (Word processing in Microsoft Word) – This module demonstrates how to create well designed documents.

**Microsoft Excel** (Spreadsheet analysis in Microsoft Excel) – This module covers how to create well formatted spreadsheets for general and business applications.

**Microsoft PowerPoint** (Creating presentations in Microsoft PowerPoint) – This module covers how to create slides and produce outstanding presentations.

**Work Skills and Ethics** – This module introduces students to desirable work attitudes, acceptable work behaviours and habits for work.

This course covers Introduction to computer systems, data and office communication, file management, computer software, Microsoft Windows skills, stationery, document preparation, business correspondence, using manuscripts, forms, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, work skills and ethics.

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## Setup Guide

### System Requirements

**Processor** – Pentium class processor or higher

**Operating System** – Windows

**Memory** – 64 MB of RAM (**Minimum**)

**Disk Space** – 132 MB free hard drive space

**Display** – 800x600 Super VGA (**Minimum**)  
1024x768 or higher recommended

**Sound Card for audio and narrations** (**Optional**)

**Internet Connection** (**Optional**)

**EDPM Made Easy** is an interactive educational software package with text, photos, narrations and questions.

**Note:** A **Registration Code** is required to activate the course, you must register the course.

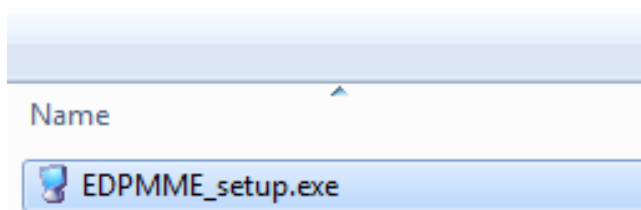
When you register you must submit your **CD Code** and **User Code**. For technical support please call +1 (929) 469-4300 or e-mail: [support@examlessons.com](mailto:support@examlessons.com)

# Setup Guide

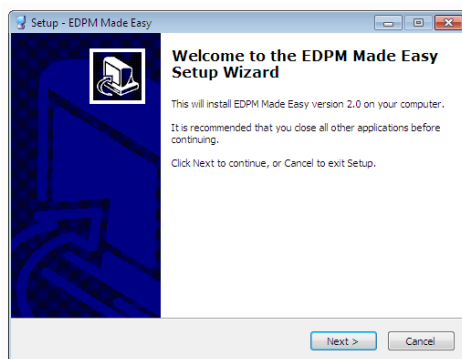
Thank you for downloading  
EDPM Made Easy

This **setup guide** will help you install the course to your computer. Follow the steps below to install the course.

**Step 1.** Run the setup file from your **Web browser** or **Download the setup file** (next, locate your digital download setup file and run the setup file **EDPMME\_setup.exe**).



**Step 2.** Click **Install Course** and follow the steps of the installation. The course will be installed to your computer system.



**Step 3.** Start the course by clicking desktop icon or Click **(Start/ All Programs/ Information EDPM Made Easy/EDPM Made Easy)**

**Step 4.** When the course starts, you must enter your **Name, Email Address** and click **Ok**.

A screenshot of a "Courseware Registration" dialog box. The title bar says "Courseware Registration". The main text says "Course Registration" and "Please enter the information below to register:". There are two input fields: "Name:" and "Email:". At the bottom, there are "Ok" and "Cancel" buttons.

Your **User Code** will be displayed on the screen. **Note:** Use your **User Code** to register **online**. When you register, you will receive your **Registration Code** by email. This code is used to **activate** the course.

A screenshot of a "Courseware Registration" dialog box. The title bar says "Courseware Registration". The main text says "Course Registration" and "Please enter your registration code.". The "User Code:" field contains the text "565006704". Below it, smaller text says "To receive your registration code, Please write down the User Code (displayed above) and use it to register online.". There is a "Registration Code:" input field. At the bottom, there are "Ok" and "Cancel" buttons.

**Step 5.** To **activate** the course, enter your **Registration Code** and click **Ok**. A screen will inform you that the course was registered. To start the course, click **Start Course**.

A screenshot of a "Courseware Registration" dialog box. The title bar says "Courseware Registration". The main text says "Course Registration" and "Thank you for registering your course.". Below that, it says "This courseware product is registered to : DEVMAX". There is a "Registration Code:" input field containing "v1oqwnvuc" and a "Registered" checkbox with a checkmark. At the bottom, there is a "Start Course" button.

# Registration

## Getting Started

A **Registration Code** is required to **activate** the course. **Note:** Children under age 13 should have a parent or guardian register the course.

When you register you will need the information below:

- Name
- User Code
- Email
- Telephone Number

## Registering the Course

To register online you must have an **Internet connection**.

You can register online directly by selecting the product registration link.

To register, enter the information above in the Web form and click **Submit Registration** to register the course.

After you submit the Web form, you will receive your **Registration Code**. Your registration code is confidential. Your registration code is used to identify your courseware product.

## Technical Support

For technical support, email us at: [support@examlessons.com](mailto:support@examlessons.com) or call Exam Lessons Support at: +1 (929) 469-4300

If a course courseware administrator is not available, please leave a message with your name and telephone number.