Introduction

Prior to entry to the South Australia Police Academy, all new recruits are required to possess basic computing skills to enable them to effectively produce computer based documentation. Recruits will also be required to learn police orientated computer applications that will require more advanced computer skills.

Windows Requirements

SAPOL uses the Microsoft Windows XP Operating System. New recruits should have a good working knowledge of the basic functions of Windows. They should be able to perform the following functions using Windows and the supplied applications:

- Identify standard window components:-
  - Title Bar
  - Menu Bar
  - Tool-bars
  - Maximise, Minimise and Restore buttons
- Maximise, minimise and restore a window
- Re-size and move a window
- Launch an application
- Close an application
- Launch multiple applications and switch between them
- Create data in one application and paste it into another
- Launch Windows Explorer
  - Create a folder
  - Rename a folder
  - Copy a file and a folder from one drive to another
  - Move a file and a folder from one drive to another
  - Delete a file and a folder
- Close Windows correctly

Word Requirements

SAPOL uses the Microsoft Word 2002 word processor. New recruits should have a good working knowledge of the basic functions of the Word 2002 application. They should be able to perform the following functions using Word:

- Open an existing document
- Format fonts
  - Change Font, Size and Font Style
- Format Paragraphs
  - Justify Left, Centre, Justify Right, Justified
  - Double, One & Half, Single Line Spacing
  - Indent Paragraphs including hanging indents
- Page Setup
  - Margins
  - Paper Size
- Paragraph borders and shading
- Bullet points and numbering
- Copy and Cut text from one area and paste into another
- Copy and Cut text from one document and paste into another
- Highlight word, line, paragraph and entire document using mouse or keyboard
- Change view of document from normal to page layout
- Show non-printing characters on the screen
- Use the spell checker and proofread a document
- Print Preview
- Save the document in a specified folder or drive
- Print the document
- Insert Date and/or Time