



Introduction

Prior to entry to the South Australia Police Academy, all recruit applicants 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 Microsoft Windows 7 Operating System. Recruit applicants should have a good working knowledge of the basic functions of Microsoft Windows. They should be able to perform the following functions using Microsoft 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

Word Requirements

SAPOL uses Microsoft Office 2010. Recruit applicants should have a good working knowledge of the basic functions of the Microsoft Office 2010 application. They should be able to perform the following functions using Microsoft 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
- 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
- Proofread a document
- Print Preview
- Save the document in a specified folder or drive
- Print the document