

Basic Computer Training – 5 DAYS

Skills Category: Computer Skills

Unit Standard: 113836

NQF Level 3

Credits: 11



Training & Consulting
Unlocking your hidden Potential

Target Audience

Minimum 8 Delegates

Anybody who needs to use the Microsoft Office applications in their day-to-day work.

Course Aim

Basic Computer training course aims to equip delegates with the skills to use MS Office. The course covers MS: Word, MS: Excel, MS: Outlook & MS: PowerPoint

Course Objectives

This introductory-level course teaches the key techniques for using the four primary Microsoft Office applications in your day-to-day work.

Delegates learn how to:

- Use Microsoft Word to create consistent, formatted documents.
- Use Microsoft Outlook to send and receive emails, manage your contacts and organize your calendar.
- Use Microsoft Excel to create spreadsheets that make use of formulae and functions.
- Use Microsoft PowerPoint to create aesthetically-pleasing slideshows, with transition effects and animation

Course Outline

Lesson 1: Microsoft Word

- Components of the Word ribbon Using the mini toolbar
- Customizing Word's Quick Access Toolbar
- Formatting with styles Using the navigation pane Inserting a Word table

Lesson 2: Microsoft Outlook

- Components of the Outlook ribbon
- Layout of the Outlook home page
- Working with emails Creating Quick Step rules Adding contacts

- Creating calendar events and meetings
- Using the screenshot tool Using Outlook Web Access

Lesson 3: Microsoft Excel

- Components of the Excel ribbon
- Using the Quick Analysis tool
- Creating simple formulae
- Using simple functions
- Using AutoFill Creating simple charts
- Creating an Excel table

- Applying conditional formatting

Lesson 3: Microsoft Power Point

- Components of the PowerPoint ribbon
- Adding new slides with different layouts
- Adding SmartArt graphics
- Changing the design
- Adding animation
- Adding transition effects Playing the slideshow

Course Delivery

Starting time : 08h30
 Mid-morning break : 10h00 – 10h15
 Lunch : 12h00 pm – 12h45
 Mid-afternoon break: 14h30– 14h45
 Knock off : 16h00

Delivery Method:

The programme is facilitated by a competent subject matter specialist/s, which utilises the following techniques to ensure that the session is practical and experiential: Discussion; Role Plays; Exercises & Case Studies; Simulation; and learner assessment.

Assessment and Certification

Formal Assessment:

Each learner will be provided with an assessment guide on the last day of the programme in which a range of assessment methods and tools will be used to assess the competence level of each individual learner.

Feedback:

Learners will receive comprehensive, detailed and accurate feedback on assessment.

Certification:

When the learner is found to be competent in the specific field of knowledge a certificate will be issued.

Language of delivery:

English

PLEASE EMAIL COMPLETED REGISTRATION FORM BACK TO:

Email: info@prospectplus.co.za

TEL: 072 944 5909



Training & Consulting

Unlocking your hidden Potential

Basic Computer Training

5 Days

Johannesburg

COMPANY DETAIL

Company Name:Country.....Cell.....

Postal Address.....Postal Code.....

Tel Number.....Fax Number.....

Nature of Business.....

NOMINEES

1. Name:.....Surname:.....Position.....
2. Name:.....Surname:.....Position.....
3. Name:.....Surname:.....Position.....
4. Name:.....Surname:.....Position.....

(For more Delegates Please Photocopy)

ORGANISATION APPROVAL

Approving Manager Name: _____

Title: _____ Organization: _____

Telephone _____ Fax _____ e-mail _____

Signature : _____ (This booking is invalid without a signature)

DELEGATE FEE: R10 750.00 – Fees includes course documentation, Facilitation, assessments & Certificates on completion of Course.

PAYMENT METHODS

Bank Transfer payments to be made payable to: Prospect Plus (Pty) Ltd, NedBank, Account Number: 1171790759, Branch Code: 19130500

please Email this form and proof of Payment to andries@prospectplus.co.za

TERMS AND CONDITIONS

CANCELLATIONS: By completing this registration form, the client hereby agrees that Prospect Plus will not be able to mitigate its losses for any less than 50% of the total contract value. Cancellations must be received in writing seven days prior to the event. Only cancellation made in writing and addressed for the attention of the Chief Financial Officer will be recognized by Prospect Plus. Cash alternatives will not be offered although delegate substitutions are welcome any time. Hereafter, the full workshop fee is payable.

If for any reason Prospect Plus decide to amend this workshop, we are not responsible for covering airfare, hotel or other costs incurred by registrants. In the event that I Prospect Plus cancel the event, Prospect Plus reserves the right to transfer this booking to another workshop to be held in the following six months, or to provide a credit of an equivalent amount to another workshop in the same sector within the following six months.

INDEMNITY: Should for any reason outside the control of Prospect Plus, the venue or speakers change, or the event be cancelled due to act of terrorism, extreme weather conditions, industrial action Prospect Plus shall Endeavor to reschedule but the client hereby indemnifies and Prospect Plus holds harmless from any costs, damages, and expenses including attorney fees, which are incurred by the client. The construction validity and performance of this Agreement shall be governed in all aspects by the laws of Republic of South Africa to the exclusive jurisdiction of whose course the parties hereby agree to submit.

PAYMENTS ARE REQUIRED WITHIN 7 DAYS OF INVOICE.