



## Microsoft Office Training 2018

19 - 26 February 2018



### 19 February 2018

#### Ms. Word - Basic level

In this course, you will learn fundamental Word 2013 skills. You will start by getting acquainted with the Word user interface, creating a new document, and finding help. You will find, select, and modify text. You'll format text as well as paragraphs, and add tables to documents. You'll manage more complicated lists, and insert graphic objects. You'll apply design and layout options to pages. You'll check your documents for spelling, grammar, and other errors, and use other proofing tools to look up information. Finally, you'll customise the Word environment to better suit your individual work habits, and learn additional methods of saving documents.

#### Course content:

- Getting Started with Word
- Editing a Document
- Formatting Text and Paragraphs
- Adding Tables
- Managing Lists
- Inserting Graphic Objects
- Controlling Page Appearance

- Proofing a Document
- Customising the Word Environment

**Target Audience:** This course is intended for students who want to learn basic Word 2013 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

### 20 February 2018

#### Ms. Word - Advanced level

In this course, you will expand your knowledge of Microsoft Word. You will work with tables and charts to organise and summarise data. You will use styles and themes to customise the look of your documents. You will add images and custom graphic elements to your documents to graphically show information. You will add building blocks of information and updatable fields to the document to improve efficiency. You will control how text flows around graphics, between paragraphs,

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and between pages, and use section, page, and column breaks in your documents. You will use templates to maintain consistency between documents. You will use the mail merge feature to customise and personalise content.

## Course content:

- Work with tables and charts
- Customise formats using styles and themes
- Use images in a document
- Create custom graphic elements
- Insert content using Quick Parts
- Control text flow
- Use templates
- Use mail merge
- Use macros

## 21 February 2018 Ms. Excel - Basic level

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organisation.

## Course content:

- Getting Started with Microsoft Office Excel 2013
- Performing Calculations
- Modifying a Worksheet
- Formatting a Worksheet
- Printing Workbooks
- Managing Workbooks

**Target Audience:** This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2013 that is necessary to create and work with electronic spreadsheets.

## 22 February 2018 Ms. Excel - Advanced Level

Upon successful completion of this course, you will be able to leverage the power of data

analysis and presentation in order to make informed, intelligent organisational decisions.

## Course content:

- Customising the Excel Environment
- Creating Advanced Formulas
- Analyzing Data with Functions and Conditional Formatting
- Organising and Analyzing Datasets and Tables
- Visualizing Data with Basic Charts
- Analyzing Data with PivotTables, Slicers, and PivotCharts

**Target Audience:** This course is designed for students who already have foundational knowledge and skills in Excel 2013 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.

## 23 February 2018 Ms. Power Point - Basic level

Upon completing this course, you will be able to create and deliver engaging multimedia presentations that convey the key points of your message through the use of text, graphics, and animations.

## Course content:

- Identify the basic features and functions of PowerPoint 2013
- Develop a PowerPoint presentation
- Perform advanced text editing
- Add graphical elements to a presentation
- Modify objects in a presentation
- Add tables to a presentation
- Add charts to a presentation
- Prepare to deliver a presentation

**Target Audience:** This course is designed for students who wish to gain the foundational understanding of Microsoft Office PowerPoint 2013 that is necessary to create and develop engaging multimedia presentations.



### **26 February 2018** **Ms. Power Point - Advanced level**

Upon completing this course, you will be able to customise the PowerPoint 2013 application, and effectively create, collaborate on, secure, and distribute complex multimedia presentations for a variety of situations.

#### **Course content:**

- Modify the PowerPoint environment
- Customise design templates
- Add SmartArt to a presentation
- Work with media and animations
- Collaborate on a presentation
- Customise a slide show
- Secure and distribute a presentation

**Target Audience:** This course is intended for students who have a foundational working knowledge of PowerPoint 2013, who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

#### **Cost:**

**Per basic and per advanced course:**  
N\$ 3,000 (incl VAT)

#### **Special Packages:**

**A: Combined basic and advanced course:**  
N\$ 5,000 (incl VAT)

**B: All 6 courses together:**  
N\$ 12,000 (incl VAT)

### **Jennifer Connell**

**Certified Trainer, Training Administrator, Training Manager**

- Microsoft Certified Trainer with a wealth of knowledge and experience on instructor-led training, blended learning solutions as well as SAQA learning programmes and outcomes based learning methodologies.
- Expert in the overall direction and implementation of specialist/technical training on a national basis at various locations.
- Proven ability to manage the training schedule, resources and instructors to ensure consistent and effective training program delivery in order to obtain target objectives.
- Proficient at sales and marketing to assist the sales team and consult with clients on custom training requirements. Collaborate with members of the training team as well as the organisation to uphold superior training and service delivery excellence.

#### **Skills Matrix**

- Demonstrated leadership abilities
- Strong presentation and public-speaking abilities
- Strong verbal, listening, written communication skills
- Demonstrated ability to be proactive, self-motivated and self-directed
- Demonstrated work ethic and commitment to excellent customer service
- Depth of practical experience in both technical and non-technical training
- Accredited facilitator and assessor, Certified IT Instructor

#### **Professional Experience**

PwC South Africa Contractor: Microsoft Office Certified trainer since June 2014.

**2010 MICROSOFT CERTIFIED TRAINER**

Microsoft Office 2010 Master, Specialist Excel, Specialist Word, PowerPoint, Outlook

