



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

Physical Address: Montrose Place, 2nd Floor, 2 Bella Rosa Street, Rosenpark, Bellville, 7500

Phone: 021 914 0850

Cell: 082 894 6643

Email: info@psttraining.co.za

MS Office Essentials

Overview

This five-day course is designed to help delegates to obtain the basic skills to work with Windows & Microsoft Office Applications, such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Outlook.

Objectives

- Understanding Windows, & how to create, rename, delete folders
- Using Microsoft Word to create, edit and format a document
- Using Microsoft Excel to create, edit and format a worksheet
- Using Microsoft PowerPoint to create a presentation
- Adding text, charts, tables, shapes & pictures to a presentation
- Using Microsoft Outlook to create and send emails, store contacts, using the Outlook calendar and create tasks

Course Prerequisite

Introduction to Computers (Basic Mouse & Keyboard Skills)

Language of Delivery

English

Delivery Methods

Course is facilitated by a competent & experienced subject matter trainer, who utilises the following techniques to ensure that the session is practical and experiential: Questions, Discussions, Exercises & Assessments.

Who should attend?

Any person who need to only create basic documents, spreadsheets, presentations and send & receive emails.

Course Outline

This course consists of the following 5 modules

Day 1	Introduction to Windows • Operating Systems • Log into Windows • The Lock Screen • The Shut Down option • Navigate the desktop • Create Files & Folders • Search for Files & Folders • Using the Paint Tool
Day 2	Introduction to Word • Starting & Exiting Microsoft Word • Understand the Word screen • Backstage view • The Quick Access Toolbar, Ribbon & Zoom bar • Create a new document • Display non-printing characters • Move and scroll in a document • Select text • Delete text • Undo & Redo • Formatting a document (Font colour, Underline, Bold & Italics) • Changing the Case of Text • Alignment • Create a Bulleted or Numbered Lists • Print a Document



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

Physical Address: Montrose Place, 2nd Floor, 2 Bella Rosa Street, Rosenpark, Bellville, 7500

Phone: 021 914 0850

Cell: 082 894 6643

Email: info@psttraining.co.za

Day 3	Introduction to Excel • Starting & Exiting Microsoft Excel • Understand the Excel Screen • Backstage View • The Quick Access Toolbar, Ribbon & Zoom bar • Create a new Spreadsheet • Using AutoFill • Freezing Panes • Insert, Rename & Delete Sheets • Formatting a spreadsheet • Adjusting Column Width & Row Heights • Printing a Spreadsheet
Day 4	Introduction to PowerPoint • Starting & Exiting Microsoft PowerPoint • Understanding the Slide Layouts • Using Themes • Add Text • Format Text • Using Bullets • Adjust Line Spacing • Setting Indents • Create & Format Charts • Creating Tables • Using Charts, Shapes & Pictures
Day 5	Introduction to Outlook • Starting & Exiting Outlook • The Outlook window • Components of Outlook • Folder Pane • Inbox • Create & send email • Format messages • Replying & forwarding messages • Add copies & blind copies • Print messages • Delete messages

Additional Information

Duration	5 Days	
Includes	• Comprehensive Manual • Lunch & Refreshments (not applicable to on-site training)	• Electronic Certificate (on successful completion of the course) • Electronic Delegate Feedback Questionnaire