



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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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 & Fold-ers/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.
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 spread-sheet/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 Bul-lets/Adjust Line Spacing/Setting Indents/Create & Format Charts/Creating Tables/ Using Charts, Shapes & Pictures.Counting Words.
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	<ul style="list-style-type: none"> • Comprehensive Manual • Lunch & Refreshments (not applicable to on-site training) • Electronic Certificate (on successful completion of the course) 	<ul style="list-style-type: none"> • Electronic Trainer Feedback Report • Electronic Delegate Feedback Questionnaire