

Unsure of your skills, check out our [Learning Journey](#) diagram.

Our methodology: Group and individual instruction, hands-on practical business exercises and you take home a comprehensive course workbook plus a quick reference guide.

Our **smart** programs include:

[MS-Word: A quick tour of word](#)

[MS-Word: Formatting documents in word](#)

[MS-Word: Understanding mail merge](#)

[MS-Word: Working with templates and macros](#)

[MS-Excel: Using Excel](#)

[MS-Excel: Revision](#)

[MS-Excel: Analysing the data](#)

[MS-Excel: Developing formulae](#)

[MS-Excel: Managing projects](#)

[MS-Excel: Working with macros](#)

[MS-PowerPoint: Creating that presentation](#)

[MS-Outlook: Getting more from Outlook](#)

Our **general** training programs include:

[Introduction to Computers](#)

[MS-Outlook: Getting started](#)

[MS-PowerPoint: Advanced course](#)

[MS-Visio: User course](#)

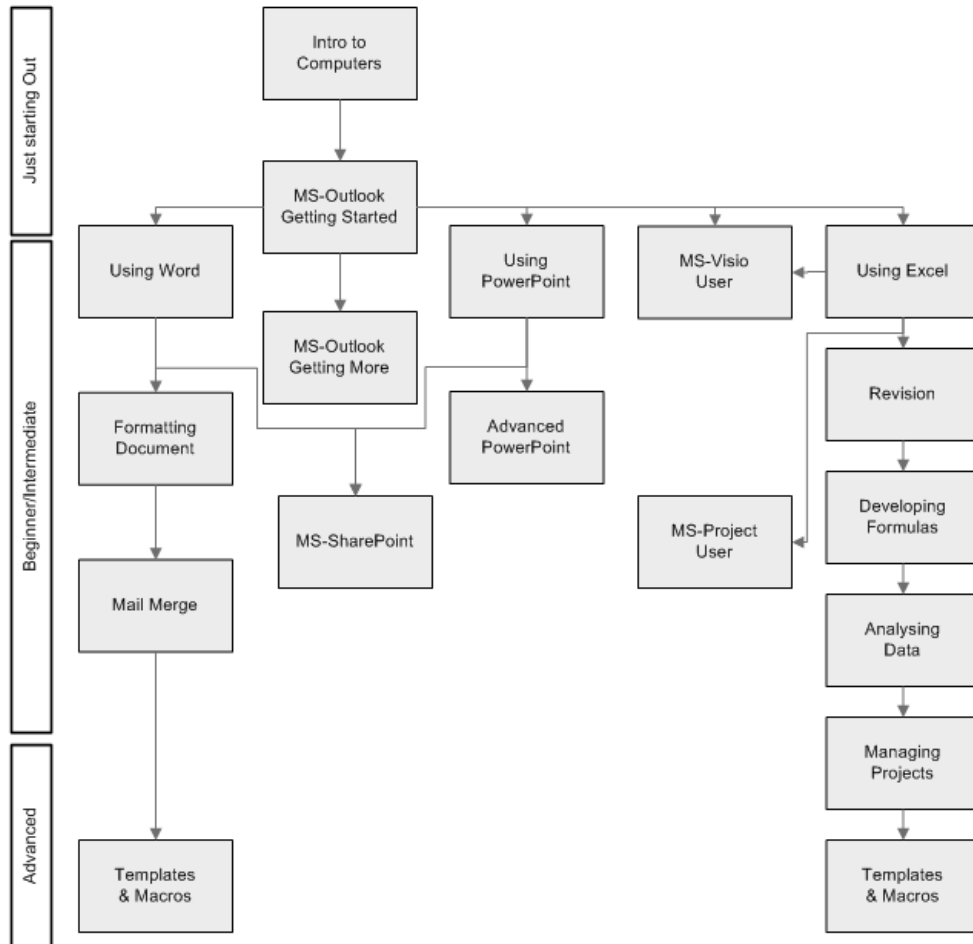
[MS-Project: User course](#)

[MS-Publisher: User course](#)

[MS-Excel: Microsoft Query](#)

[MS-SharePoint](#)

## Your Learning Journey



Prerequisite: The ability to have fun (under stress)

## INTRODUCTION TO COMPUTERS

**OBJECTIVE:** To overcome the fear of turning on a computer.

**DURATION:** 3 Hours

In this session you will be introduced to:

- the various components of a computer;
- how to sign on;
- the security of the network;
- how to work with two software applications;
- identify which drive to save photo or attachments to;
- creating and sending an email;
- replying and forwarding an email;
- the Intranet (if available).

### WHO WILL BENEFIT:

People who have never used a computer before.

*Target Audience* – Beginners only.

Course Level: Beginner level.

Prerequisite: Introduction to Computers

## MS-OUTLOOK: GETTING STARTED

**OBJECTIVE:** To develop skills in email component while having a quick look at calendar and tasks.

**DURATION:** 3 Hours

In this session you will be introduced to:

- creating an email using the various address books;
- sending and replying to an email;
- forwarding an email;
- attaching attachments;
- saving attachments;
- creating a signature block.

### WHO WILL BENEFIT:

People who are starting their journey with MS-Outlook.

*Target Audience* – Beginners only.

Course Level: Beginner level.

Prerequisite: Know how to use the email component well

## MS-OUTLOOK: GETTING MORE FROM OUTLOOK

**OBJECTIVE:** To use all the features of MS-Outlook as a productivity tool.

**DURATION:** 4 Hours

This session will allow you to familiarise yourself with the essential features including:

- colour coding important message;
- working with folders;
- using contacts as an effective way to stay in touch with people;
- using tasks to manage your (& others) day better;
- using the calendar more effectively, including schedules;
- linking Outlook to MS-Word.

### WHO WILL BENEFIT:

Anyone who is keen to extend Ms-Outlook from an email tool to a productivity tool.

*Target Audience* – Intermediate / Advance Users

Course Level: Intermediate to Advance level.

Prerequisite: Having fun and basic keyboard skills

## MS-POWERPOINT: CREATING THAT PRESENTATION

**OBJECTIVE:** To create a multi-layout presentation with some life (animation).

**DURATION:** 4 Hours

This session will allow you to familiarise yourself with the essential features including:

- creating a multi-slide presentation using a variety of layouts;
- incorporating graphics (clipart and photos);
- using the drawing tools;
- the various options for printing the presentation; and
- vital tips on how to present.

### WHO WILL BENEFIT:

Anyone who is either giving a presentation and need to make changes or is responsible for preparing a presentation on behalf of others.

*Target Audience* – Beginner / Intermediate Users

Course Level: Beginner to Intermediate level.

Prerequisite: Creating a Presentation in PowerPoint

## MS-POWERPOINT: ADVANCED

**OBJECTIVE:** To develop the look for a business.

**DURATION:** 4 Hours

In this session you will work with:

- Creating your own look – a master;
- Creating templates;
- Creating an organisation chart;
- Inserting action buttons to direct the flow;
- Inserting movies and sound;
- vital tips on how to present.

### WHO WILL BENEFIT:

People who need to set up the master look for a business.

*Target Audience* – Intermediate / Advance Users.

Course Level: Intermediate to Advance level.

Prerequisite: Basic Keyboard Skills

Prerequisite: MS-Word Quick Tour

## MS-WORD: A QUICK TOUR OF WORD

**OBJECTIVE:** This session will have you using the essential features to produce and save a document in MS-Word.

**DURATION:** 3 Hours

This session will allow you to familiarise yourself with the essential features including:

- using bullet points;
- neat tricks such as auto-correct and auto text;
- using spell check and thesaurus;
- opening a document that has already been saved;
- layout of a letter;
- using templates for a letter and fax (if appropriate).

### WHO WILL BENEFIT:

All people who need to develop basic skills in using MS-Word.

*Target Audience* – Beginners.

Course Level: Beginner level.

## MS-WORD: FORMATTING DOCUMENTS

**OBJECTIVE:** To produce your own documents and reports with that professional edge.

**DURATION:** 4 Hours

This session will help to develop skills in:

- working with bullets and numbers;
- working with headers and footers;
- working with section breaks;
- working with styles;
- working with track changes;
- creating Tables of Contents.

### WHO WILL BENEFIT:

Anyone who writes reports of more than a few pages.

*Target Audience* – someone who has been using MS-Word for more than 3 months.

Course Level: Intermediate to Advance level.

Prerequisite: MS-Word Formatting a Document

## MS-WORD: UNDERSTANDING MAIL MERGE

**OBJECTIVE:** To produce a bulk mail out that is individually addressed.

**DURATION:** 3 Hours

This session will help to develop skills in:

- creating documents;
- maintaining data;
- creating labels;
- working with data from various sources;
- using Word fields.

### WHO WILL BENEFIT:

Anyone who writes the same letter to more than one recipient.

*Target Audience* – someone who has been using Word for more than 3 months.

Course Level: Intermediate level.

Prerequisite: MS-Word Formatting a Document

## MS-WORD: WORKING WITH TEMPLATES AND MACROS

**OBJECTIVE:** To develop standard documents including working with variables.

**DURATION:** 4 Hours

This session will help to develop skills in:

- creating standard documents;
- using Word fields;
- working with bookmarks;
- working with macros.

### WHO WILL BENEFIT:

Anyone who can see a need to develop standard documents that are used regularly by other people.

*Target Audience* – Advance user.

Course Level: Advance level.

Prerequisite: Basic Keyboard Skills

Prerequisite: Using MS-Excel

## MS-EXCEL: USING EXCEL

## MS-EXCEL: REVISION

**OBJECTIVE:** To gain a good understanding of using Excel including formatting, functions and shortcuts.

**OBJECTIVE:** To sharpen users skills in Excel using tips and tricks, and revising formulas and data base functionality.

**DURATION:** 3 Hours

**DURATION:** 3 Hours

In this session you will be focussing on:

- shortcuts and data entry tips;
- understanding formulas and functions;
- formatting and display techniques;
- printing large worksheets.

In the training session you will be re-introduced to the skills of:

- selecting cells;
- using auto-fill;
- short cut keys;
- building formula;
- using absolute addresses and a SUMIF function;
- working with lists and filters.

### WHO WILL BENEFIT:

Anyone who already uses Excel but lacks confidence and/or understanding of the software or has not received any formal training.

*Target Audience* – have a need to use Excel.

Course Level: Beginner level.

### WHO WILL BENEFIT:

People who have been using Excel and need their skills sharpened.

*Target Audience* – someone who has been using Excel for more than 6 months.

Course Level: Beginner to Intermediate level.

Prerequisite: Using MS-Excel

Prerequisite: Using MS-Excel

## MS-EXCEL: ANALYSING THE DATA

**OBJECTIVE:** To find ways to summarise or extract information from a database.

**DURATION:** 4 Hours

In the training session you will be introduced to the commands of:

- data sort;
- data subtotal;
- data filter;
- data group and outline;
- data form.

### WHO WILL BENEFIT:

People who need to or who have lists of information and require ways to extract certain aspects of it.

*Target Audience* – someone who has been using Excel for more than 6 months.

Course Level: Intermediate to Advance level.

## MS-EXCEL: DEVELOPING FORMULAE

**OBJECTIVE:** To develop the next level of formulae in a spreadsheet.

**DURATION:** 4 Hours

In this session you will be introduced to the concepts and functions of:

- relative, absolute and mixed cell addresses;
- developing formulas across sheets;
- developing formulas across files;
- IF;
- SUMIF;
- DSUM;
- VLOOKUP.

### WHO WILL BENEFIT:

Anyone who needs to develop formulas in a workbook.

*Target Audience* – someone who has been using Excel for more than 6 months and has constructed several spreadsheets.

Course Level: Intermediate to Advance level.

Prerequisite: Developing Formulae in MS-Excel

## MS-EXCEL: MANAGING PROJECTS

**OBJECTIVE:** To develop a spreadsheet that can assist with the management of projects.

**DURATION:** 4 Hours

In this session you will be introduced to the concepts and functions of:

- project management;
- various formula functions;
- creating formulas across sheets;
- conditional formatting;
- Gantt charts;
- printing multiple pages with border information.

### WHO WILL BENEFIT:

Advanced users who need to manage projects and do not have the application of MS-Project.

*Target Audience* – Advance Users only.

Course Level: Advance level.

Prerequisite: Developing Formulae in MS-Excel

## MS-EXCEL: WORKING WITH MACROS

**OBJECTIVE:** To develop spreadsheets with macros.

**DURATION:** 4 Hours

In this session you will be introduced to the concepts and functions of:

- creating a macro;
- editing a macro;
- using variables;
- understanding relative and absolute movement.

### WHO WILL BENEFIT:

Advanced users who need to develop spreadsheets that would benefit from some automation.

*Target Audience* – Advance Users only.

Course Level: Advance level.

Prerequisite: Quick Tour of MS-Word

## MS-PUBLISHER: USER COURSE

**OBJECTIVE:** To produce your own reports with that professional edge.

**DURATION:** 4 Hours

The program starts with a discussion on “what makes a great publication” and then we proceed with:

- Inserting
  - Text - deleting, repeating, size, alignment and special effects
  - Tables - creating, changing the look and size
  - WordArt and Clipart - inserting and editing
  - Scanned pictures, lines and shapes
- Adding Colour
- Inserting Objects
  - Using Word Tables
  - Using MS-Chart (from with MS-Excel or MS-Word)

### WHO WILL BENEFIT:

*Target Audience* – Beginners / Intermediate.

Course Level: Beginner to Intermediate level.

Prerequisite: PowerPoint / Publisher skills

## MS-VISIO: USER COURSE

**OBJECTIVE:** To construct flowcharts.

**DURATION:** 4 Hours

In this session you will:

- work with shapes;
- work with text;
- connect shapes using connector lines;
- work with page tools;
- change the size and position of shapes;
- apply a range of formats to shapes;
- work with multiple page drawings;
- use styles to store and apply formatting attributes;
- use print preview and print drawings.

### WHO WILL BENEFIT:

*Target Audience* – Beginners / Intermediate.

Course Level: Beginner to Intermediate level.

Prerequisite: Using Excel

## MS-PROJECT: USER COURSE

**DURATION:** 1 Day

The program starts with a discussion on “what is a project” and then we proceed with:

- Creating a New Project
  - Setting Project Options
  - Adjusting the Project Calendars
  - Specifying Key Project Information
- Creating Tasks
  - Entering Task Durations
  - Entering Milestones
- Creating Relationships
  - Viewing Relationships
  - Changing Relationships
- Outlining
  - Creating and working with Summary Tasks
- Adding Task Constraints
- Monitoring Progress against a Plan

### WHO WILL BENEFIT:

*Target Audience* – Beginners / Intermediate.

Course Level: Beginner to Intermediate level.

Prerequisite: Analysing the Data in MS-Excel

## MS-EXCEL: MICROSOFT QUERY

**DURATION:** 4 Hours

The program starts with a discussion on databases, SQL and the interfaces into MS-Excel then we proceed with:

- Understanding MS-Query
- Using the Query Wizard
- Joining multiple tables
- Adding calculation fields
- Creating a parameter query
- Using Filters in Excel to manipulate the data
- Using a Pivot table in Excel to manipulate the data

### WHO WILL BENEFIT:

*Target Audience* – Intermediate.

Course Level: Intermediate to Advance level.

Prerequisite: MS-Word / MS-Excel skills

## MS-SHAREPOINT

**OBJECTIVE:** To develop a SharePoint site.

**DURATION:** all day

In this session you will be introduced to the concepts and functions of:

- a SharePoint site
- how to add, edit and move a webpart
- managing document libraries
- how to link lists
- how to create an announcement
- how to set up a discussion board
- working with calendars

### WHO WILL BENEFIT:

Users who need to develop and manage a SharePoint site.

*Target Audience* – Intermediate Users only.

Course Level: Intermediate to Advance level.