



Short Course



The Basics of MS Office



2 Days



Classroom or Blended Learning



Soft Skills

Developing Businesses, People and
Communities through **High-Impact Solutions**

www.cbmtraining.co.za



About the Course

Classroom-Based: R 4, 775 Excl. VAT | **Blended Learning:** R 2, 950 Excl. VAT

Employers across industries expect employees, and prospective employees, to have basic Microsoft Office (MS Office) skills – a skill set that becomes all the more invaluable when one considers that MS Office is probably the most preferred productivity software in businesses around the globe. Having the ability to utilise MS Office to its full potential involves more than merely being able to type up documents, present information on a slide deck, or tabulate numbers. MS Office offers a comprehensive toolkit to create and transform information in useful ways, enhance work productivity, and allow for the effective, professional processing and presentation of data.

This hands on 2-day “Introduction to MS Office” course will equip you with the basic knowledge of how to operate effectively in the most common MS Office products, namely; MS Outlook, MS Excel, MS Word and MS PowerPoint. This course will lay a solid foundation on which you can build as you become more comfortable with MS Office and begin using some of the more complex features available. We guarantee that if you attend this programme, you will have the skills necessary to function confidently and efficiently within MS Office, getting more done and adding even more value to your organisation.

Blended training is available on these popular platforms:



zoom



Microsoft Teams



What you will Learn

- Gaining an overview of the most common MS Office products, enhancing your work productivity and taking the quality of your work up a notch
- Understanding how powerful each MS Office product really is, and which one is best suited to a specific task
- Learning to navigate the MS Outlook interface, performing basic email functions and managing email messages to help improve your business communication
- Discovering how to manage your MS Outlook Calendar ensuring you schedule meetings and prioritise tasks effectively ensuring the best use of your time
- Designing easy-to-read spreadsheets using MS Excel with data laid out and listed intelligently and usefully enabling better decision making
- Identifying some basic MS Excel functions you did not know about that will make it easier to work with data and perform basic calculations
- Uncovering important features in MS Word that will enable you to create professional and presentable looking documents that will impress your manager and colleagues
- Discovering how to create a more captivating presentation by including basic transitions and multimedia

Features of this Short Course



No Geographical Barriers

Delegates can attend no matter where they are situated



Agile and Flexible Training

Our different learning methodologies provide learning flexibility



Cost-Effective Training

High-impact and premium training at an affordable price



Expert Facilitators

Presented by an experienced, specialist and expert facilitator



Industry In-Demand Skills

Delegates learn in-demand skills and discover latest trends and insights



Certificate of Attendance

All delegates receive a certificate of attendance on completion of this course



Catering Included

Applicable for classroom training only

Course Programme

The Basics of MS Outlook

- Getting started with MS Outlook
- Making some Simple Customisations to the MS Outlook Layout
- Creating an Email Message
- Reading and Responding to Email Messages
- Checking Spelling and Grammar
- Creating, Opening and Saving Attachments
- Managing your MS Outlook Calendar
- Creating and Managing MS Outlook Contacts
- Working with Tasks and Notes

Getting Started with MS Excel

- Getting started with MS Excel
- Understanding the Power and Importance of Spreadsheets
- Creating, Formatting and Modifying a Worksheet
 - Insert / delete columns and rows
 - Align cell data
 - Change font type and size
 - Adjust column / row width and height
 - Add borders and colours to cells
- Performing Basic Calculations
- Creating Basic Arithmetic Formulas
- Printing Workbook Contents
- Customising the MS Excel Environment

An Overview of MS Word

- Getting started with MS Word
- Creating and Editing a Basic Word Document
- Formatting Text and Paragraphs
- Inserting and Editing Tables
- Applying Bullets and Numbering
- Proofing Documents and Checking Spelling and Grammar
- Working with Graphics, Symbols and Special Characters
- Controlling Page Appearance
- Customising the MS Word Environment

A Basic Introduction to MS PowerPoint

- Getting started with MS PowerPoint
- Understanding and Navigating the MS PowerPoint Layout
- Creating a New PowerPoint Presentation
- Inserting Slides and Changing Slide Layouts
- Applying Slide Transitions
- Working with Themes and Graphics
- Adding Tables and Charts to Your Presentations
- Preparing to Deliver your Presentation



Customise your Training

Upgrade and customise your training solutions with our new online training short courses. We have a library of **±700 online short courses** that can you select as an add-on to compliment your original training.

These short courses can provide you with the most comprehensive skills development solution adaptable to your needs.

Next Steps



SIGN UP NOW AND SECURE YOUR PLACE

1. Visit www.cbmtraining.co.za to sign up.
2. Select the course you would like to attend.
3. Click “make a booking” and fill out the quick online registration form.
4. Choose your payment method to finalise the booking and pay via EFT or credit card.

OR

Click on the button below to submit a quotation request form for this course and we will contact you.

[Get a Quotation Now](#)



HAVE ANY QUESTIONS?

Our professional customer support team is eager to assist and provide you with comprehensive advice and recommend effective skills training solutions.

[Click here](#) to start a live chat with an agent (*available during business hours only*).

Alternatively, call us on +27 (0)11 454 5505 or email info@arcskills.co.za.



HAVE A GROUP OF DELEGATES?

Run your course onsite and save even more! CBM Training offers fully customised and affordable onsite training solutions for companies with groups of delegates. Our onsite courses maximise the training benefits for staff, as the topics can be customised to focus on company specific issues. Our flexibility also ensures that we can run onsite training for you on a date that suits you, no matter where you are situated or through a delivery method you prefer (classroom or blended learning).

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ACCREDITATION AND B-BBEE



CBM Training holds full institutional accreditation status with the Services SETA – accreditation number 0057.



CBM Training has a B-BBEE Level 2 certificate. We have been evaluated and audited by the BEE Verification Agency.

GET IN TOUCH



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