MS Office 2016
(E-Learning Course)

R 995 Ex VAT | **Course time: 195min** | **License valid for 14 days**

About the Course

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 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.

Who Should Attend

This course is for anyone who wants to gain the necessary skills to work in all the MS Office products.

Modules That Form Part of the Course

MODULE NAME	ABOUT THE MODULE	MODULE DURATION
Office 365 Basic	A lot of our course titles have the year of the software after them, but don't worry: this isn't a program from 365 AD. This is year to help you to master the Microsoft Office 365 suite. Hence the name. Microsoft Office is ubiquitous. Virtually every business uses or has used it at some point. Therefore, it's good to know about. This course'll help you get to grips with the software, whether you're a neophyte or you've used Office before. There's so much to the suite, there's bound to be something in here you can learn. Check it out.	110 Minutes

Please note that this course is made up of a series of short modules, and is not an exhaustive, in depth look at this topic.

MODULE NAME	ABOUT THE MODULE	MODULE DURATION
Office 2016 Basic	Office 2016. Everyone uses Office, and 2016 is pretty close to the year it is now (assuming you're not reading this, like, 1,000 years in the future). So why not learn the basics, if you've not already? If your organisation has recently updated its Office software, it might explain why you you're here. You want to learn about Office 2016, which is fine – There are a few key differences between this and previous versions of Office. On the other hand, you might not have used any Office products before, which is also fine. Either way, this course will help you get the hang of things by giving you an overview of what's on offer.	50 Minutes
Office 2016 Intermediate	Most everyone can get by using Office 2016. Which is reasonable, I mean it's pretty user-friendly. That said, it's a lot trickier getting to grips with everything it has to offer unless you're taught. That's where this course comes in. Office is all up in so many businesses, it's really worth knowing about. And not just knowing about, but knowing how to use it to the fullest. Because as a suite, there's a lot to it. This course will help you build on your existing Office 2016 knowledge to become even more efficient!	20 Minutes
Office 2016 Advanced	If you want to be the best you can be at Office 2016, it's best not to go it alone. You need help. You need tutoring. You need this course. It's fine to be just fine at using Office 2016. But you don't want to be just fine. You want to be as good at it as you can. You want to know as much about it as you can, and you want to get the most from it you can. This course will help, in a short, accessible, bitesize way.	15 Minutes

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