

Computer Literacy

What Can You Expect?

This course is designed for a user who has never used a personal computer, and needs to learn the fundamental skills in order to operate a computer in their work environment.

What Is Required from You?

You should be able to understand, read and write in English. ABET or equivalent knowledge is essential for attending this course.

Unit Standard Alignment

SAQA ID: 116932

NQF Level: 1

Credits: 3

US Title: Operate a personal computer system

3 Day Course Content

Day 1

Introduction to Computer

Hardware

Monitor and Central
Processing Unit (CPU)
Disk Drives and Memory
Keyboard and Mouse
Printer

Keyboard Orientation

Typewriter and Numeric Keys
Functions Keys
Cursor Movement Keys
Caps Lock versus Shift Key
Enter, Spacebar and Tab Keys
Basic Typing

Mouse Handling

Navigate using the Mouse
Understand and Use Mouse
Buttons

Understanding Ergonomic principles

Environmental Conditions
Health and Safety

Day 2

Introduction to Windows

Work with the Desktop
Use the Mouse Effectively
Move and Arrange Icons
Work with individual Windows
Resize and Move Windows
Choose Commands and Options
Manage Multiple Windows
Work with Dialog Boxes
Explore the Start Menu
Use Windows
Accessories
Start Application Programs Get
Help / Support
Files and Folders
Shut Down Microsoft
Windows

Day 3

Overview of Applications

Understand and Use Different
Application Programs

Word Processing

Create, Save, Open and Close a
Document
Understand and Use Save As
Edit a Document
Use Basic Text Formatting Options
Preview and Print a Document

Spreadsheets

Create, Save, Open and Close a
Spreadsheet
Understand and Use Save As
Edit a Spreadsheet
Use Basic Cell Formatting Options
Preview and Print a Spreadsheet

Email

Create New Message
Attach a File
Send and Receive Messages
Delete a Message
Print a Message

What will I take back to work with me?

When you walk out of the door with your certificate in hand, you will have a better foundational knowledge and understanding of Computers. This course will allow you to build confidence and continue your learning path with basic application training.

Access Level 1 – Basic

What Can You Expect?

Access Level 1 was developed to ease you into Access and give you the foundational skills required to start designing and/or working with your own database.

What Is Required from You?

Learners should be comfortable in the Windows environment and be able to use Windows to manage information.

2 Day Course Content

Overview of Access

- What is a Database?
- What is Access?
- Understand Database Structure

Getting Started

- Start Access
- Understand the Access Interface
- Open an Existing Database
- Enable Macro Content
- Manage Objects in the Navigation Pane
- Switch between Views
- Close a Database
- Exit Access

Introduction to Tables

- External Data
- Data Types and Properties
- Add Records in Datasheet View
- Apply Rich Text Formatting to a Memo Field
- Enter Data Using a List
- Delete Data from a Field
- Delete a Record
- Add a New Table to an Existing Database
- Import or Link to Create a Table
- Add a Field by Entering Data
- Save a Table
- Close a Table
- Delete a Table

Modify Table Design

- Display a Table in Design View
- Change Data Types in Design View
- Set the Field Size Property
- Change the Format Property
- Move a Field in Design View
- Create a New Field in Design View
- Delete a Field in Design View

Sort Records on Text, Numbers or Dates

- Sort Records in Datasheet View
- Remove a Sort Order
- Save a Sort Order with a Table

Locate Records in a Database

- Browse through all Records
- Search for a Record
- Filter to Display Specific Records

Display Column Totals in a Datasheet

- Sum Values using the Total Row
- Add a Totals Row
- Remove a Totals Row
- Copy a Total Row to another File
- Count the Number of Values in a Column

Create a Simple Report by Formatting a Datasheet

- Resize Columns and Rows
- Move a Column
- Rename a Column
- Show or Hide Columns
- Change the Gridlines Style and Background Colour
- Change the Text Format
- Save Layout Changes

Print Access Data

- Print Data without Changing Settings
- Preview before Printing

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- Save Layout Changes

Print Access Data

- Print Data without Changing Settings
- Preview before Printing

Access Level 2 – Intermediate

What Can You Expect?

Whether you are new to Access or you have worked with it before, this course is designed for individuals whose job responsibilities include creating new databases, tables, as well as working with and revising intermediate-level queries, forms and reports.

What Is Required from You?

Learners should be comfortable in the Windows environment and be able to use Windows to manage information.

Unit Standard Alignment

SAQA ID: 117972

NQF Level: 4

Credits: 6

US Title: Use a database application to solve a given problem.

2 Day Course Content

An Overview of Access

- Start Access & Understand the Interface
- Create a New Database using a Template
- Create a New Database
- Open and Close an Existing Database
- Understand the purpose of Access Objects

Creating Tables

- Basic Tables Using the Wizard
- Basic Forms Using AutoForms
- Tables by Entering Data
- Tables in Design View
- Tables by Importing Excel Spreadsheets
- Tables by Importing Text Files
- Add Primary Keys
- Understand Indexing

Working with Tables

- Enter and Edit Records in a Table
- Add, Remove and Move Fields in a Table
- Understand Field Data Types
- Understand the Lookup Wizard
- Choose Appropriate Data Types
- Customise Table Datasheet View
- Modify Table Properties in Design View
- Sort & Filter Records in Tables
- Use Find and Replace
- Import & Export Tables

Table Relationships

- Use the Lookup Wizard
- Create a One to Many Relationship

Forms

- Create Forms using Wizard and AutoForms
- Create Chart Forms
- Create PivotTable Forms
- Enter and Edit Records in a Form
- Add, Size and Move Fields in a Form
- Format and Align Form Fields
- Modify Field Properties in a Form
- Print Preview and Print Forms

Queries

- Create Queries using Wizard
- Create Query in Design View
- Create Query to find Duplicate Records
- Create CrossTab Query
- Add, Arrange and Hide Fields
- Sort Data, Add Criteria
- Create Calculated Fields
- Save & work with Queries

Reports

- Create Reports using Wizard
- Create Reports using Auto Reports
- Create Mailing Labels
- Create Chart Reports
- Add, Size and Move Fields in a Report
- Format and Align Report Fields
- Modify Field Properties in a Report
- Print Preview and Print Reports

Access Level 3 - Advanced

What Can You Expect?

This course is for individuals whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.

What Is Required from You?

To ensure success in this course, knowledge of intermediate features of Access tables, relationships, queries, forms, and reports is recommended. Learners should be competent in SAQA US ID: 117927 – Use a database application to solve a given problem, or have the equivalent knowledge.

Unit Standard Alignment

SAQA ID: 258881

NQF Level: 4

Credits: 5

US Title: Design complex tables and queries using a database to solve a given problem.

2 Day Course Content

Relationships

- Create Primary Keys
- Establish Multiple Field Primary Keys
- Understand Table Relationships
- Create One to One Relationships
- Create One to Many Relationships
- Create Many to Many Relationships
- Enforce Referential Integrity
- Edit and Delete Relationships
- Manage the Relationship Window
- Explore Benefits of Relationships

Advanced Queries

- Use Unmatched Queries to Solve Integrity Conflicts
- Create Joins in Queries
- Create Parameter Queries
- Use Advanced Functions in Queries:
 - Concatenation
 - If Statements
 - Text Functions
 - Date Functions
 - Simple SQL Syntax
- Create, Implement and Edit Action Queries:
 - Make Table Query
 - Update Query
 - Append Query
 - Delete Query

Advanced Forms

- Create Forms with SubForms
- Insert and Edit Controls on Forms
- Modify Form Properties
- Create Calculate Field in Forms
- Apply Form AutoFormats

Advanced Reports

- Create Reports using Parameter Queries
- Modify Report Properties
- Create Grand Totals and Calculated Field
- Print Preview and Print Reports

Other

- Create, Run and Edit Macros
- Use the Autoexec Macro
- Create, Edit and Implement a Switchboard
- Customise the Quick Access Toolbar
- Define Start Up Options
- Compact and Repair a Database
- Understand and Explore Database Replication

Excel Level 1 – Basic

What Can You Expect?

This foundational course will provide you with essential Excel skills to create a spreadsheet, using basic functions and formulas, format, print and save.

Duration – 2 Days

What Is Required From You?

You should be able to read and write in English. ABET or equivalent knowledge or qualification. You should have completed Computer Literacy or possess equivalent knowledge prior to attending this course.

Unit Standard Alignment

SAQA ID: 116937

NQF Level: 2

Credits: 4

US Title: Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets

2 Day Course Content

Getting Started with Microsoft Excel 2016

- What are Spreadsheets?
- Start Excel
- Understand the Screen Layout
- Create a New Spreadsheet
- Save a File
- Understand and Use Save As
- Open and Close an Existing File
- Move Around the Worksheet Effectively
- Select Cell Ranges, Columns and Rows
- Enter Data into Cells
- Use Excel's Help Options
- Exit Excel

Modify Worksheet Data

- Move and Copy Data
- Insert and Delete Columns and Rows

Formatting a Worksheet

- Align Cell Data
- Change Font Size and Type
- Add Borders and Colours to Cells
- Adjust Column Width and Row Height

Basic Calculations

- Use AutoSum to Total lists of Values
- Create Basic Arithmetic Formulas

Printing Workbook Contents

- Adjust Page Setup Options
- Print Preview and Print a Spreadsheet

What Will I Take Back To Work With Me?

This course will give you the necessary skills to create a spreadsheet from scratch. Format and set up for printing, and save for future use. This foundational course will give you skills to build on and grow your confidence as your learning path develops within Excel.

Excel Level 2 – Intermediate

What Can You Expect?

Cover all essential Excel functions to an Intermediate level, giving you the confidence and skills to produce professional accurate spreadsheets and prepare you for the advanced features.

What Is Required From You?

You should have a basic knowledge of Excel, and be familiar with the Windows environment. Mouse and keyboard skills are necessary, along with the ability to open and close applications. Knowledge of working with files and folders will be beneficial.

Unit Standard Alignment

SAQA ID: 116940

NQF Level: 3

Credits: 6

US Title: Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem.

2 Day Course Content

Getting Started with Microsoft Excel 2016

- Understand the Screen Layout
- Create a New Spreadsheet
- Understand Save and Save As
- Open and Close an Existing File
- Move Around the Worksheet Effectively
- Select Cell Ranges Columns and Rows
- Enter Data into Cells
- Use Find & Replace
- Customise the Environment

Modify Worksheet Data

- Use AutoFill Effectively
- Move and Copy Data
- Insert and Delete Columns and Rows

Formatting a Worksheet

- Align Cell Data
- Change Font Size and Type
- Add Borders and Colours to Cells
- Adjust Column Width and Row Height
- Format Cells to Enhance a Spreadsheet
- Apply Cell Styles
- Apply Conditional Formatting – Data Bars

Basic Calculations

- Use AutoSum
- Create Basic Arithmetic Formulas

Modify a Workbook

- Insert and Rename Sheets
- Move and Delete Sheets
- Create and Use Templates

Printing Workbook Contents

- Adjust Page Setup Options
- Add Headers and Footers
- Print Preview and Print a Spreadsheet
- Set and Clear Print Areas

Enhancing Basic Formulas

- Absolute & Relative References
- Insert Functions into Formulas
- Display Formulas on Screen and Edit Formulas
- Use Formula Auditing Tools

Managing Workbooks

- Hide and Unhide Columns and Rows
- Insert, Remove and Adjust Page Breaks
- Repeat Heading Rows at Top of each Page
- Freeze and Unfreeze Panes

Graphically Display Data

- Create, Edit and Format a Chart

Excel Level 3 – Advanced Level 1

What Can You Expect?

You will learn how to work efficiently and smartly within an Excel database.

What Is Required From You?

You should already have Excel Intermediate formal training or knowledge.

Unit Standard Alignment

SAQA ID: 258876

NQF Level: 4

Credits: 3

US Title: Work with Spreadsheets.

2 Day Course Content

Databases

- Work with Databases and Lists
- Use Data Form
- Sort Data in a List
- Filter Data in a List
- Use Comparison Criteria for Filters
- Work with a Filtered List

Use Data Management Tools

- Summarise Data in a List using Subtotals
- Use Nested Subtotals
- Data Consolidation
- Excel Tables
- Name Manager
- Conditional Formatting

Data Validation

- Apply Data Validation
- Circle Invalid Data
- Remove Validation Circles

Manage Workbooks and Worksheets

- Work with Sheets
- Group and Ungroup Sheets
- Create & Use Custom Views

Import and Export Data

- Import External Data
- Adjust Connection Properties

PivotTables

- Create PivotTables
- Customise PivotTables
- Create Formulas in a PivotTable
- PivotCharts

Use Text Functions and Tools

- Concatenate Function
- Convert Text to Columns
- Change Case Functions

Lookup Functions

- VLookup

Macros

- Record and Run Macros
- Edit a Macro
- Delete a Macro

Excel Level 4 – Advanced Level 2

What Can You Expect?

You will learn how to create and use formulas that will enable you to work more efficiently, which will save you time while improving the quality and usability of your spreadsheets.

What Is Required From You?

Excel Intermediate or equivalent experience.

Unit Standard Alignment

SAQA ID: 258882

NQF Level: 4

Credits: 4

US Title: Manipulate Data and Ensure Integrity

2 Day Course Content

Modifying Workbooks and Worksheets

Compare Side by Side
Create and Save a Template

Paste Special

Transpose Rows and Columns
Paste Link

Creating Advanced Formulas

Relative, Absolute and Mixed References
3D Formulas
Math & Trig Functions
Statistical Functions
Date and Time Functions
Financial Functions
Engineering Functions
Nesting Functions
Information Functions
Array Formulas
Text Functions
Logical Functions
Lookup Functions

Formula Auditing

Trace Precedent Cells
Trace Dependent Cells

Named Ranges

Use the Name Manager
Create Name Ranges

Protect Worksheets and Workbooks

Password Protect a Workbook
Protect Worksheet Elements
Allow Users to Edit Ranges
Remove Protection

Control Elements of the Excel Interface

Adjust Excel Options
Customise the Quick Access Toolbar
Customise the Ribbon

Advanced Formatting Techniques

Conditional Formatting

Data Tool Features

Sort Data
Subtotals
What-If-Analysis
Scenarios

Annotate with Cell Comments

Insert a Comment
Show/Hide Comments
Print Comments

Excel Master Class

What Can You Expect?

This intense course focuses on the three Phase Method: INPUT, PROCESSING, OUTPUT. This course takes a learner from:-

INPUT (Importing of data correctly)

PROCESSING (Evaluating and Analysing Data)

OUTPUT (Reporting of Analysed Data).

The course allows for interactive spreadsheets and to master advanced analysis techniques such as Charting and Pivoting. You will be introduced to new features of Excel and reporting in PowerPoint.

What Is Required From You?

The learner would have completed an Excel Intermediate and Advanced course or at least worked daily in the application for at least 3 years.

3 Day Course Content

Foundational Understanding

- Navigate the User Interface
- Set up and enter data correctly
- Formatting and Custom Format Data
- Creating Custom Lists
- Fixing errors in spreadsheets
- Using Flash Fill (2013/2016)

Importing and Export Data

- Import & Export data
- Remove Duplicates
- Text to Columns

Formula and Functions

- Basic Formulas and Functions
- Absolute vs Relative Cell Referencing
- Creating and using Name Ranges
- 3D Formulas to Link Spreadsheets
- Text Functions
- Date and Time Functions
- Logical Functions
- Lookup and Reference Functions
- Nested Functions

Conditional Formatting

- Utilising the built in formats
- Using Formula to Apply Formats
- Manage Rules

Understanding Excel Tables

- Setup and format
- Apply Table Styles and Options
- Using AutoFilter
- Custom Views
- Adding new data in table
- Creating Formulas
- Working with a Total Row
- Utilising Freeze Panes
- Insert Slicers

Charts

- Creating a chart
- Adding Chart Elements
- Format Chart
- Different Chart Types
- Secondary Axis Charting
- Charts and Sparklines

Applying Advanced Functionality

- Data Validation
- Creating Macros
- Working with Form Controls
- Working with functions
- Assigning macros
- Allow Users to Edit Ranges
- Protect Worksheets & Workbooks

PivotTable and PivotCharts

- Creating PivotTables
- Number Formatting Techniques
- Designing Report Layout
- Filtering Labels and Values
- Summarize Data
- Inserting Formulas
- Date Analysis
- Copying PivotTables
- Creating PivotCharts
- Showing Report Filter Pages
- Linking PivotTables and PivotCharts in PowerPoint
- Conditional Formatting
- Creating and Formatting PivotCharts
- Adding Chart Elements
- Moving and sizing PivotCharts

Reporting and Dashboards

- Building a Dashboard
- Building Chart Based & Table Dashboards
- Linking Tables & Charts in PowerPoint

Excel Visual Basic for Applications

What Can You Expect?

This course targets learners who require knowledge of Excel's underlying programming language, with a view to extending the functionality of macros, as well as creating functions and automating complex tasks.

What Is Required From You?

To ensure success, you should have successfully completed all Excel levels or possess the equivalent knowledge.

3 Day Course Content

Understand How VB Talks To Excel

- Understand Automation
- Start Microsoft Excel Macros
- Record, Run and Edit A Macro
- Run A Macro From Visual Basic
- Step Through A Macro

Understand the VB Environment

- The Code Window
- The Project Explorer
- The Properties Window
- The Immediate Window
- The Object Browser

Write Visual Basic Statements

- Make Long Statements Easier To Read
- Create, Declare and Assign Variables
- Use Syntax Help In Visual Basic
- Exit Visual Basic Transpose
- Skip Blanks
- Link

Work With Excel Objects in Visual Basic

- Collections, Properties, Methods And Events
- Understand And Use Workbooks And Worksheets
- Understand And Define Ranges
- Manipulate Drawing Objects
- Manipulate Charts
- Use Values And Formulas In Ranges
- Understand And Use Relative And Absolute
- Enhancing Recorded Selection
- Simplifying Selection Pairs And Groups
- Manipulate PivotTables

Control Visual Basic

- Use Conditional Statements
- If... Then... Else
- Case Statements

Create Loops

- For Each Loops
- For Loops
- Do Loops

Extend Excel and Visual Basic

- Input Boxes
- Message Boxes

Work With Functions

- Using Excel Functions In Visual Basic
- Create Custom Functions
- Add Function Arguments
- Explore Volatile Functions

Developer

- Handle Errors: Ignore, Check For And Trapping Errors
- Launch Macros With Events
- Active X Controls
- Create Custom Forms
- Launch A Form
- Animate Objects
- Package The Application

Outlook Level 1 – Email Management

What Can You Expect?

Outlook forms a great part of the business day. The topics covered are critical skills required to create, send and respond to emails in Outlook.

What Is Required From You?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information.

Unit Standard Alignment

SAQA ID: 116945

NQF Level: 2

Credits: 2

US Title: Use electronic mail to send and receive messages.

Getting Started with Outlook

- Identify the Components of the Outlook Interface
- Identify the Outlook Ribbon
- Customise the Outlook Environment
- Identify the Tabs and Commands in the Outlook Message Form
- Use Outlook Help

Composing Messages

- Create an E-mail Message
- Format a Message
- Check Spelling and Grammar
- Attach a File
- Enhance an E-mail Message

Sending and Receiving Messages

- Send an E-mail Message
- Read an E-mail Message
- Reply and Forward an E-mail Message
- Print an E-mail Message
- Delete an E-mail Message

Organise and Locate Messages

- Find Messages Using Instant Search
- Organise Messages

Outlook Level 2 – Personal Management

What Can You Expect?

This course will provide you with the skills to customise the Outlook environment, calendar, contacts and e-mail messages.

What Is Required From You?

Learners should be familiar with using a mouse and keyboard and comfortable in the Windows environment. A thorough knowledge of Outlook mail is recommended.

Unit Standard Alignment

SAQA ID: 258897

NQF Level: 2

Credits: 2

US Title: Apply Electronic Messaging and Calendar Application.

Customising Message Options

- Modify Message Settings
- Modify Delivery Options
- Change the Message Format
- Create a Contact Group
- Insert a Hyperlink
- Manage Rules

Organise and Locate Messages

- Sort Messages Using Multiple Criteria
- Find Messages Using Instant Search
- Find Messages Using Multiple Criteria
- Filter Messages
- Organise Messages
- Apply Security Settings to Messages
- Manage Junk Email/Block Email

Organising Messages

- Manage E-mail Messages
- Move E-mail Messages into Folders
- Open and Save an Attachment

Managing Contacts

- Add a Contact
- Sort Contacts
- Update Contacts

Scheduling Appointments

- Explore the Outlook Calendar
- Schedule an Appointment
- Edit Appointments
- Print the Outlook Calendar

Customise the Outlook Environment

- Manually Archive a Folder
- Set Automatic Archive Options
- Customise the Ribbon
- Customise the Quick Access Toolbar
- Customise the To-Do Bar
- Create and Manage Folders

PowerPoint Level 1- Basic

What Can You Expect?

This course is designed for individuals who are interested in learning the fundamental skills needed to create and modify basic PowerPoint presentations.

What Is Required From You?

You need to be familiar with using a mouse and keyboard and should be comfortable in the Windows environment. Ideally completed the Computer Literacy or Windows Introduction course or possess equivalent knowledge.

Unit Standard Alignment

SAQA ID: 116933

NQF Level: 1

Credits: 3

US Title: Use a Graphical User Interface (GUI) – Based Presentation Application to Create and Edit Slide Presentations

1 Day Course Content

The PowerPoint Environment

- Start PowerPoint
- Identify Components of the User Interface
- Work with the Ribbon
- Use Commands on Contextual Tabs
- Change Presentation Views
- Use PowerPoint's Help Options
- Exit PowerPoint for Windows

Creating a Presentation

- Create a New Presentation
- Insert Slides and Change Slide Layout
- Save a Presentation in Various File Formats

Modify a Presentation

- Open and Close an Existing Presentation
- Edit and Format Text
- Apply a Theme

Work with Text

- Create Bullet and Numbered List
- Adjust Line spacing
- Use Find and Replace
- Check Spelling and Grammar

Work with Graphics

- Create and Size Objects
- Move Objects
- Insert Pictures from File
- Create and Edit SmartArt

PowerPoint Level - 2 Intermediate

What Can You Expect?

This course is for individuals who are interested in learning the fundamental skills needed to create and modify PowerPoint presentations. You should be comfortable in the Windows environment and attended PowerPoint Basic or have equivalent experience.

Unit Standard Alignment

SAQA ID: 117923

NQF Level: 2

Credits: 5

US Title: Use a Graphical User Interface (GUI) – Based Presentation Application to Prepare and Produce a Presentation According to a Given Brief

2 Day Course Content

The PowerPoint Environment

Understand the Screen Layout
Change Presentation Views
Use PowerPoint's Help Options

Creating a Presentation

New, Insert Slides and Change Slide Layout
Save a Presentation

Modify a Presentation

Open and Close an Existing Presentation
Edit and Format Text

Work with Graphics

Create and Size Objects
Move and Copy Objects
Insert Clip Art Pictures and Pictures from File
Format Objects and AutoShapes
Format Clip Art
Align and Distribute Objects
Rotate and Flip Object
Group and Ungroup Objects and Clip Art
Add Effects
Create and Manipulate WordArt

Work with Text

Create Bullet or Numbered List
Adjust Line and Paragraph Spacing
Create and Manipulate Word Tables in Slides

Customise a Presentation

Use Templates

Adding Charts and SmartArt

Create and Edit Charts
Create and Edit SmartArt
Create Effective Flow Charts

Prepare to Deliver a Presentation

Add Speakers Notes
Add Slide Transition and Animated Effects
Set Animation Order and Timing
Hide and Redisplay Slides
Set up a Presentation for Maximum Effect
View Presentation and Use Presentation Tools
Print Preview and Print Presentations
Print an Outline, Handouts and Speakers Notes

Customise the Environment

Customise the Quick Access Toolbar
Customise the Status Bar
PowerPoint Options
Compatibility Checker

PowerPoint Level 3 - Advanced

What Can You Expect?

This course is designed for individuals who need to use PowerPoint at an Advanced level to create slide shows and presentations. You will learn how to modernise an existing presentation using advanced tools & techniques to keep it consistent, professional & incorporate various forms of graphics.

What Is Required From You?

You should have completed PowerPoint Intermediate or have experience and knowledge to an Intermediate skill level.

Unit Standard Alignment

SAQA ID: 116930

NQF Level: 3

Credits: 5

US Title: Use a Graphical User Interface (GUI) – Based Presentation Application to Enhance Presentation Appearance

2 Day Course Content

Use Outline View to Create Presentations

- Create Slide Masters
- Create and Use Templates
- Create and Save a Theme
- Add Headers and Footers
- Create Handouts

Sections

- Insert and Rename Sections
- Preview Sections for Printing

Import and Export

- Import Slides from File
- Import Slides from Outline
- Send Data to Microsoft Word
- Save Presentations as Slide Shows

Working with Objects

- Embed and Link Objects
- Add and Edit Comments
- Insert and Edit Videos
- Insert and Edit Audio
- Insert and Edit Hyperlinks
- Insert Screen Recording

Prepare Presentation

- Set up Slide Show
- Use Package for CD
- Protect a Presentation
- Mark a Presentation as Final



KJ TRAINING

Project Level 2 - Intermediate

What Can You Expect?

This course is designed for a person who has an understanding of project management concepts, and is responsible for creating and modifying project plans, and requires a tool to manage those project plans.

What Is Required From You?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows Introduction or possess equivalent knowledge prior to attending this course.

2 Day Course Content

Getting Started with Project

- Understand Project Management Basics
- Understand the Screen Layout

Create a Project Plan

- Specify Project Information
- Add File Properties
- Enter Tasks and Durations
- Create a Milestone
- Adjust Column Definition
- Move and Copy Tasks
- Insert a Task
- Create a Recurring Task
- Delete a Task

Creating Dependencies

- Understand Dependency Types
- Link/Unlink Tasks
- Change a Dependency
- Utilise Lead and Lag Time
- Display the Critical Path

Setting Up Resources

- Enter Resource Information
- Set-up an Increase
- Add a Resource Note

Scheduling Resources

- Assign Resources to Tasks
- Remove a Resource Assignment
- Assign a Resource to a Summary Task
- Understand Effort Driven Scheduling

View and Modify Project Costs

- Analyse Task/Resource Costs
- Enter Fixed
- Create a Task Note

Working with Calendars

- Add Public Holidays to the Project Calendar
- Modify Project Working Hours
- Create a New Calendar
- Apply a Calendar to a Task/Resource

Resource Management

- Resolve Over Allocations Manually
- Level Resources

Finalise the Project Plan

- Set Task Constraints
- Save a Baseline/Interim Plan

Monitoring Project Progress

- Analyse Project Statistics
- Enter Completion
- Split a Task

Report Project Information

- Add/Format a Progress Line
- Split a Task
- Filter, Group and Sort Information
- Modify & Print Views
- View Predefined Reports

Project Level 3 – Advanced

What Can You Expect?

This course is designed for learners who work confidently in Project and need to gain knowledge of the advanced features and capabilities of Project.

What Is Required From You?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should have attended Project Intermediate or possess equivalent skills prior to attending this course.

2 Day Course Content

Working with the Network Diagram

- Create a Project in the Network Diagram
- Add New Tasks
- Link Tasks
- Create an Outline Structure
- Format the Network Diagram
- Create a New Template
- Print the Network Diagram

Estimating Task Durations Accurately

- The Scheduling Formula
- Understand PERT Analysis
- Optimistic, Expected & Pessimistic Durations
- Set PERT Weights
- Re-calculate PERT

Managing Resources

- Create a Resource Pool
- Link to a Resource Pool
- Create & Assign Equipment Resources
- Create & Assign Material Resources
- Utilise Cost Rate Tables for Multiple Rates
- View Costs for Material Consumption

Fine-Tune Resource Assignments

- Use Effort-Driven Scheduling
- Modify Task Types
- Delay the Start of Assignment Work
- Apply Task Contours

Consolidating Projects

- Create a Master Project
- Insert Sub-Projects
- Create Dependencies between Projects

Sharing Information with Other Programs

- Create a Project Plan Snapshot
- Insert a Snapshot into a Word Document
- Insert a Snapshot into a Presentation
- Insert a Snapshot into a Spreadsheet
- Copy and Paste Project Data
- Save a Project as a Web Page
- Use and Modify Project Mapping
- Analyse Time scaled Data in Excel

Tracking Actual Values

- Enter Actual Start and Finish Dates
- Mark Tasks Complete as Planned
- Enter Actual Duration
- Modify Remaining Duration
- Enter Actual Work
- Enter Actual Costs

Earned Value Analysis

- Set the Project Status Date
- Display the Earned Value Table
- Create Calculated Fields
- Create a Stop Light Report
- Analyse Cost Variance

Work Breakdown Structure

- Define WBS Codes
- Create & Display Outline Codes

Customise Project

- Create and Run a Macro
- Create a Toolbar
- Use the Organiser

Word Level 1 – Basic

What Can You Expect?

This course is designed for learners who have no previous experience in applications. This thorough and slow paced course will provide the learner with the basic foundational skills required to work in Word.

What Is Required From You?

You should be able to read and write in the English language. ABET or equivalent knowledge is essential for attending this course. You should be familiar with using a mouse and keyboard.

You should be comfortable in the Windows environment and able to use Windows to manage information. You should have completed Computer Literacy or possess equivalent knowledge prior to attending this course.

Unit Standard Alignment

SAQA ID: 116938

NQF Level: 1

Credits: 4

US Title: Use a Graphical User Interface (GUI) – Based Word Processor to Create and Edit Documents

2 Day Course Content

Creating a Basic Document

- The Word Environment
- Get Help Using Word
- Enter Text
- Save a New Document
- Preview a Document
- Print a Document

Editing a Document

- Navigate in a Document
- Insert and Edit Text
- Select Text
- Move and Copy Text
- Delete Text
- Undo Changes

Formatting Text

- Change Font Size
- Apply Font Styles and Effects
- Change Font Colour
- Copy Formats

Formatting Paragraphs

- Change Paragraph Alignment
- Add Borders and Shading
- Apply Bullets and Numbering
- Change Paragraph and Line Spacing

Proofing Documents

- Check Spelling and Grammar

Work with Tables

- Create a Table
- Enter Data in a Table

Insert Graphics

- Insert Symbols and Special Characters

Control Page Appearance

- Insert a Page Break

Word Level 2 - Intermediate

What Can You Expect?

This course will provide learners with foundational skills to an Intermediate level. These essential features are used daily, and improve workflow. Word Basic or equivalent experience is a pre-requisite for this course.

Unit Standard Alignment

SAQA ID: 117924

NQF Level: 2

Credits: 5

US Title: Use a Graphical User Interface (GUI) – Based Word Processor to Format Documents

2 Day Course Contents

The Word Environment

- Start and Exit the Application
- Components of the Word Window
- Get Assistance Using Help
- Word Options

Working with Documents

- Create a New Document
- Open and Close Documents
- Save Documents
- Navigation Techniques
- Enter and Edit Text
- Select Text and Graphics
- Move and Copy Text
- Undo and Redo Changes
- Use Find and Replace
- Manage Multiple Documents
- Use Word Templates

Formatting Text and Paragraphs

- Change Font, Size and Colour
- Apply Font Styles and Effects
- Paragraph and Text Alignment
- Copy Formatting
- Use Paragraph and Character Styles
- Document Themes
- Borders and Shading
- Bullets and Numbering
- Tabs and Indents
- Line and Paragraph Spacing

Control Document Layout

- Insert and Remove Page Breaks
- Create and Modify Sections
- Add Headers and Footers
- Apply Page Numbering
- Switch between Document Views
- Footnotes and Endnotes

Enhance Word Documents

- Insert Symbols and Special Characters
- Create and Modify AutoCorrect Entries
- Use Built-in Quick Parts
- Create and Insert Building Blocks
- Insert a Date and Time Field
- Use Drop Caps
- Insert and Manipulate Illustrations
- Create and Modify Text Boxes

Tables and Columns

- Create a Table
- Enter and Edit Table Data
- Insert/Delete Rows, Columns and Cells
- Merge Cells in a Table
- Format a Table
- Perform Calculations in a Table
- Create and Edit Columns

Mail Merge

- Set up the Main Document
- Connect to a Data Source
- Refine the Recipient List
- Insert Merge Fields
- Format Merged Data
- Preview the Merged Document
- Complete the Merge
- Print the Merged Documents

Finalising Documents

- Use Spell Check and Thesaurus
- Print Preview a Document
- Adjust Page Setup Options
- Print a Document

Word Level 3 – Advanced

What Can You Expect?

This course is designed to give you skills to use the more advanced features of Word. Learners must have a working knowledge of Word, Word Intermediate training or equivalent experience.

Unit Standard Alignment

SAQA ID: 119078

NQF Level: 3

Credits: 5

US Title: Use a Graphical User Interface (GUI) – Based Word Processor to Enhance a Document Through the Use of Tables and Columns

2 Day Course Content

Working with Styles

Create a Character or Paragraph Style

Modify an Existing Style

Managing Lists

Create an Outline

Numbered List

Start a List from a different Number

Customise List Appearance

Sort a List

Convert Text to a Table

Making Long Documents Easier

Mark Text for Indexing

Insert an Index

Add Captions to Pictures

Insert a Table of Figures

Insert a Table of Contents

Create a Master Document

Create Different Headers and

Footers for Sections

Use Outline View

Insert Footnotes and Endnotes

Insert and Use Bookmarks

Insert Cross-references

Insert Comments

Track Changes

Creating Customised

Graphics

Insert Pictures and Control Text

Wrapping

Insert WordArt

Embed and Link Objects

Create Linked Text Boxes

Insert Printed Watermarks

Insert SmartArt Graphics

Create a Drop Cap

Controlling Text Flow

Insert Section Breaks &

Columns

Control Pagination

Customising Tables

Sort a Table

Modify Table Structure

Merge or Split Cells

Position Text in a Table Cell

Apply Borders and Shading

Perform Calculations in a Table

Convert Table to Text

Creating Web Pages

Create a Web Page

Insert Hyperlinks

Creating Forms

Add Form Fields to a Document

Protect a Form

Save Form Data as Plain Text

Automate a Form

Create and Modify

Templates

Mail Merge

Perform a Mail Merge –

Documents & Labels

Sort & Filter Source Data

Automating Common Tasks

Create a Macro

Run a Macro

Edit a Macro

Customise the Environment

Customise the Quick Access

Toolbar

Customise the Ribbon

Customise the Status Bar

Word Options

Visio

What Can You Expect?

This course is designed for people who desire to gain the necessary skills to visually communicate business data using diagrams. This course will help you to analyse business processes, show hierarchical structures within an organisation, create a directional map, visualise an office space, and much more

2 Day Course Content

An Overview of Visio

- Start Visio and understand the Screen Layout
- Use Visio Diagram Gallery
- Explore Diagram Categories and Types
- Prepare the Visio Workspace
- Use Visio's Help Options
- Exit Visio for Windows

Create Visio Diagrams

- Blank Visio Document
- Basic Flowchart
- Block Diagram
- Workflow Diagram
- Cross-Functional Flowchart
- Organisational Chart
- Office Layout
- Directional Map

Working with Documents

- Open and Close an existing Document
- Share a Visio Document
- Zoom In and Out of Documents

Managing Shapes

- Identify Shape Handles
- Connect Shapes
- Layout Shapes
- Number Shapes
- Group and Ungroup Shapes
- Resize Shapes
- Copy and Move Shapes
- Adjust Shape Coordinates
- Adjust Shape Formatting
- Construct and Merge Shapes

Work with Pages

- Adjust Scale and Measurement Settings
- Work with Rulers
- Work with Drawing Grid
- Understand and Use Snapping Use Guides and Guide Points Add and Edit Pages
- Print Preview and Print Diagrams

Enhancing Diagrams

- Manipulate Backgrounds for Common Page Elements
- Manipulate Connection Points
- Create Tables & Lists
- Add a Title Block to a Diagram
- Add Text to Headers and Footers

Customising Visio

- Customise Quick Access Toolbar
- Customise Ribbon

Custom Shapes

- Using Custom Shapes
- Using Custom Shapes in Drawing

Stencil Techniques

- Custom Stencil
- Customising Stencil Masters

Styles and Layers

- Working with Styles
- Formatting and Linking Shapes
- Layers

CorelDraw

What do I need?

Formal training, or a thorough working knowledge of Windows, Mouse handling and typing skills or knowledge of keyboard layout are essential. Formal training or a thorough working knowledge of Word Basic features would be beneficial. The learner needs to know how this application will be utilised in the work place.

How long is the course?

3 Days

Who should attend?

This course is designed for students who have little or no experience using CorelDraw, but want to know the basic features of CorelDraw and use it to create engaging and dynamic drawings.

Getting started with CorelDraw

Explore the CorelDraw interface

Getting help in CorelDraw

Create a new graphic (i.e. File) Set up the drawing page

Insert, delete and rename pages

Add and remove drawing guides/grids Save a graphic

Open and close an existing graphic Use Dockers / Flyouts

Reset ruler to zero point origin Zoom and pan

Change views of graphic Exit CorelDraw for Windows

Work with drawing objects

Draw shapes / objects

Select, size and move objects Change order of objects

Copy, cut & paste

Duplicate and clone objects Step and repeat

Copy properties from... Nudge objects

Group and ungroup objects Use object transformations

Align and distribute

Use artistic media

Work with pictures

Import pictures

Insert pictures using the scrapbook docker Powerclip pictures

Crop pictures

Add picture effects Apply a lens to a picture

Work with text

Use text tool (artistic and paragraph text) Edit and format text

Link text boxes Fit text to path

Text to columns

Create lists

Use find and replace Import text

Work with Tables

Work with object

Shaping tools

Weld Trim Intersect

Simplify

Front minus back/back minus front Combine

Bending shapes

Convert to curves

The shape tool

Add & delete nodes

To curve/ line

Cusp, smooth or symmetrical nodes

Work with interactive tools

Use interactive blend tool

Use interactive contour tool

Use interactive distort tool

Use interactive drop shadow tool

Use interactive envelope tool

Use interactive extrude tool

Use interactive transparency tool

Use the bevel tool

Work with layers

The object manager Explore master

page Create a master layer

Create, delete and rename layers

Printing options

Print preview Print setup Printing

options Print

File formats

Use templates

Create and save templates

Publish to the web

Publish to PDF