

INTRODUCTION TO MS OFFICE

Non-Credit Bearing

Essentials skills for everyday office tasks

Microsoft Office is an essential suite of tools for productivity in the modern workplace. Understanding how to manage files, create documents, work with spreadsheets, and communicate professionally via email can significantly improve efficiency and organisation.

This one-day course is designed to provide a solid foundation in Microsoft Office, covering key features of **Microsoft Word**, **Excel**, and **Outlook**. Whether you are new to these applications or looking to enhance your basic skills, this course will help you work smarter and more effectively.

PRE-REQUISITE

Delegates must have completed:

- Introduction to Computing and Windows **OR**
- Have equivalent experience using Windows-based applications, including basic file and folder management

WHO SHOULD ATTEND

- Individuals who are new to Microsoft Office and want to build confidence in using its core applications
- Professionals seeking to improve their efficiency in handling documents, spreadsheets, and emails
- Anyone looking for a structured introduction before advancing to more specialised MS Office training

HOW YOU WILL BENEFIT

- Learn how to manage files and folders efficiently
- Gain confidence in creating and formatting professional documents in *Word*
- Understand the basics of *Excel*, including data entry and formatting
- Develop essential email management skills in *Outlook*, for clear and professional communication

One-day course 08:15am-16:00pm

Tel: (031) 267 1229

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TOPIC	WHAT WE WILL COVER
Module 1: File and Folder Management	<ul style="list-style-type: none"> • Understanding folders and files • Creating, organising, and managing folders • Saving, copying, moving, and deleting files
Module 2: Introduction to Microsoft Word	<ul style="list-style-type: none"> • Creating, saving, opening, and closing a document • Efficient editing and selection techniques • Formatting text and paragraphs • Page layout and print settings • Document design and layout, spelling and grammar
Module 3: Introduction to Microsoft Excel	<ul style="list-style-type: none"> • Understanding the structure of a spreadsheet • Creating, saving, opening, and closing a workbook • Navigating a spreadsheet and selecting data efficiently • Formatting spreadsheets • Printing options and settings
Module 4: Introduction to Outlook	<ul style="list-style-type: none"> • Using MS Outlook for email management • Understanding To: Cc: and Bcc • Replying, forwarding, and managing email threads • Email etiquette for professional communication

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