

## MICROSOFT WINDOWS - LEVEL 2

Based on SAQA Unit Standard 117867

This course will introduce you to Windows, which is the operating System of the computer. You will become more familiar with working with files and folders, changing settings on the computer, and organising the filing system.

**Target Group:** You have experience working in Microsoft programs but would like to know more about the Operating System of the computer and the basic settings.

**Prerequisites:** **Windows Level 1**

**Duration:** 1 day

*In this course you will learn the following:*

- Cables & Connections
- The Control Panel
- Windows Themes & Appearances
- Date and Time Settings
- Background Settings & Screensavers
- Creating Shortcuts
- Storage Devices
- Directories
- Files & Folders
- View Modes
- Creating a Folder Tree
- Moving, Copying & Renaming Files & Folders
- Installing & Uninstalling a Program
- Maintaining your Computers Hard Drive
- Running a Check Disk Tool
- Running a Defragmenter Tool
- Backups
- Antivirus Software

## MICROSOFT OUTLOOK - LEVEL 2

Based on SAQA Unit Standard 16935

This training course will show you how to enhance, edit and organise mail messages creating signatures and rules.

**Target Group:** You are familiar with the basics of email, as well as sending and receiving attachments.

**Prerequisites:** **Windows Level 1 - Outlook Level 1**

**Duration:** 1 day

*In this course you will learn the following:*

- Understanding Legal, Ethical & Organization Issues in the Use of Email
- Address Book
- Sending & Receiving Business Cards
- Creating a Distribution Group List
- Sending to a Distribution Group
- Creating & Inserting a Signature
- Managing Folders
- Searching Folders
- Creating Rules
- Outlook Calendar
- Setting Up Appointments
- Recurring Appointments
- Meeting Requests

## MICROSOFT ACCESS – LEVEL 2

Based on SAQA Unit Standard 117927

This training course will introduce you to the more advanced features of Access. Topics like creating a table using the wizard, creating lookup columns, relationships between tables, using input masks, queries & reports.

**Target Group:** You are familiar with Access and can create a database and a table.

**Prerequisites:** **Access Level 1** – must have basic computer skills i.e. Cutting, copying, pasting, saving, printing.

**Duration:** 1 day Group

*In this course you will learn the following:*

- Planning a Database
- Creating Tables in a Database
- Setting a Primary Key
- Creating Lookup Columns
- Relationships Between Tables
- Editing Tables
- Adding Dates
- Creating a Single Table Form using Wizard
- Modifying Data Entry Forms
- Background Designs
- Inserting Logo's & Images
- Entering Data with Entry Forms
- Sorting Data
- Filtering Data
- Queries
- Creating a Query from Multiple Tables
- Create a Report using the Wizard
- Group Data in a Report
- Headers & Footers
- Printing

## MICROSOFT POWERPOINT - LEVEL 2

Based on SAQA Unit Standard 116930

Create a professional presentation using more advanced features such as charts, tables, AutoShapes and WordArt, importing from Microsoft Excel, inserting photographs, animating slides, and inserting background music.

**Target Group:** You can create a PowerPoint presentation using basic features, but wish to add a more professional look.

**Prerequisites:** Basic computer skills - **Windows Level 1** & **PowerPoint Level 1**. Must be able to create a presentation and edit a presentation using text & pictures.

**Duration:** 1 day

*In this course you will learn the following:*

- Using the Outline Feature
- Using Collapse and Expand
- Making Changes in the Outline
- Using Microsoft Word to Create a Presentation Outline
- Importing a Microsoft Word Outline in PowerPoint
- Master Slides
- Changing the Font Properties
- Adding Background Colour
- Adding Graphics
- Using a Master Design
- Working with Graphics
- Inserting & Editing a Chart
- Creating Tables
- Creating & Importing a Chart in Microsoft Excel
- Editing Chart Types
- Adding & Editing an AutoShape
- Animation Effects
- Animation Sequencing
- Action Sounds
- Setting up a SlideShow with Timing
- Background Music

## MICROSOFT WORD - LEVEL 2

Based on SAQA Unit Standard 119078

This training course on an intermediary level for formatting Word documents, like advanced formatting of text, working with Clip Art, Bullets and Numbering, Tables, Text boxes.

**Target Group:** You are an experienced Word user who wishes to create more professional looking documents.

**Prerequisites:** **Windows Level 1 & Word Level 1**

**Duration:** 1 day

*In this course you will learn the following:*

- Creating a Document
- Shading & Borders
- Spacing & Alignment of Text
- Inserting & Formatting ClipArt
- Resizing & Copying Images
- WordArt
- Working with Tabs
- Bullets & Numbering
- Creating Outline Numbered Lists
- Working with Multiple Documents
- Modifying Page Set-up & Margins
- Page Numbers & Page Breaks
- Page Borders
- Headers & Footers
- Footnotes & Endnotes
- Creating Templates
- Working with Tables
- Converting a List of Text to a Table
- Sorting Data in a Table
- Using Calculations in a Table
- Working with Columns
- Creating Text Boxes
- Linking Text Boxes

## MICROSOFT EXCEL – LEVEL 2

Based on SAQA Unit Standard 116940

This training course is on an intermediary level of Excel. The course covers and introduces the learner to the more complex formulas and features of Excel.

**Target Group:** You are familiar with the basics of creating a spreadsheet and can easily do basic formulas such as adding, subtracting, multiplication & division.

**Prerequisites:** Basic computer & Basic Excel Skills – **Windows Level 1** and **Excel Level 1**.

**Duration:** 2 days

*In this course you will learn the following:*

- Changing the View
- Designing, Renaming and Creating Multiple Worksheets
- Copying & Moving Data between Worksheets
- Calculating Percentages
- Relative and Absolute Cell References
- Creating a Constant Absolute in a Formula
- Calculating Averages
- Min, Max and other Statistical Functions
- Troubleshooting Formulas
- Creating a Chart
- Changing Orientation of Text
- Wrapping Text
- Vertical Alignment of Text
- Sorting & Filtering Information
- Working with Subtotals
- Headers and Footers
- What If Scenarios
- Viewing options: Freeze & Unfreeze Panes, Split Cells
- Creating Templates