9 DAYS

Time spent on overcoming computer difficulties is time truly wasted. From spreadsheets to presentations, emails to documents, within 9 days our training team will ensure that course graduates are proficient and professional in the use of their computer.

This course includes the following unit standards:

- Use a Graphical User Interface (Gui)-Based Spreadsheet Application to Create and Edit Spreadsheets – 116937 NQF 2 (Excel)
- Use a Gui-Based Spreadsheet Application to Solve a Given Problem – 116940 NQF 3 (Excel)
- Use a GUI-Based Word Processor to Format Documents 117924 – NQF 2 (Word)
- Use a GUI-Based Presentation Application to Prepare and Produce a Presentation According to a Given Brief – 117923 NQF 3 (Power Point)
- Enhance, Edit and Organise Electronic Messages Using a Gui-Based Messaging Application – 116935 NQF 2 (E-mails)

INVESTMENT COST: R15 000
Use a Graphical User Interface (GUI)-Based Spreadsheet Application to Create and Edit Spreadsheets – 116937 NQF 2 (Excel)

This unit standard is intended for people who need to create and edit spreadsheets using a GUI-based spreadsheet application either as a user of computers or as basic knowledge for a career needing this competency, like the ICT industry.

Specific Outcomes and Assessment Criteria:

1. Demonstrate an understanding of the principles of spreadsheets
2. Create, open and save spreadsheets
3. Produce a spreadsheet from a given specification
4. Edit a spreadsheet
5. Format a spreadsheet
6. Check spelling in a spreadsheet
7. Print a spreadsheet using features specific to spreadsheets

Use a GUI-Based Spreadsheet Application to Solve a Given Problem – 116940 NQF 3 (Excel)

This unit standard is intended for people who need to plan, produce, and use spreadsheets to solve problems with a GUI-based spreadsheet application either as a user of computers or as basic knowledge for a career needing this competency, like the ICT industry.

Specific Outcomes and Assessment Criteria:

1. Prepare and produce a spreadsheet to provide a solution to a given problem
2. Adjust settings to customise the view and preferences of the spreadsheet application
3. Work with multiple worksheets
4. Apply formulae to worksheets to provide alternative solutions to a problem
5. Apply simple built-in functions of the spreadsheet application to the given problem
6. Apply formatting to a spreadsheet applicable to the given problem
7. Use special effects to improve the presentation of the spreadsheet
8. Evaluate a spreadsheet

Use a GUI-Based Word Processor to Format Documents – 117924 NQF 2 (Word)

Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief.

Specific Outcomes and Assessment Criteria:

1. Work with multiple documents
2. Format text
3. Format paragraphs
4. Format pages
5. Format a document
6. Templates are used and created

Use a GUI-Based Presentation Application to Prepare and Produce a Presentation According to a Given Brief – 117923 NQF 3 (Power Point)

This unit standard is intended for people who need to use a presentation application to prepare and produce a presentation accordingly to a given brief.

Specific Outcomes and Assessment Criteria:

1. Prepare and produce a presentation according to a specified brief
2. Adjust settings to customise the view and preferences of the presentation application
3. Work with multiple presentations
4. Format a presentation
5. Use special presentation effects
6. Apply special formatting to a presentation
7. Customise a presentation for a specified purpose
8. Evaluate a presentation produced for a specified purpose

Enhance, Edit and Organise Electronic Messages Using a GUI-Based Messaging Application – 116935 NQF 2 (E-mails)

This unit standard is intended for people who need to use electronic mail to send and receive messages either as a user of computers or as basic knowledge for a career needing this competency, like the ICT industry.

Specific Outcomes and Assessment Criteria:

1. Explain legal, ethical and organisational issues in relation to the use of E-mail
2. Use the address book facilities of an electronic mail application
3. Manage E-mail messages
4. Work with multiple E-mail messages