



ELITE **COMPUTER USER**

ACCREDITED SKILLS PROGRAMME

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:

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|---|---|---|--|
| 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:

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|---|---|---|---|
| 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:

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|---|---|---|---|
| 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 |