

Course	Module	Course Objectives	Tasks/Activities	Time frame/Duration
MS Office Excel	1	<ul style="list-style-type: none"> > Move between worksheets. > Rename a worksheet. > Identify Workbooks and Worksheets. > Create and apply a new style. > Display a blank workbook. > Control the worksheet display. > Enhance a worksheet's appearance. > Use AutoFill, Copy and Paste. > Use Shortcuts. > Use Auto Format. > Create Borders. > Change the PAGE SETUP and preview a worksheet before printing. > Add and Remove Header and Footer. > Print Gridlines. > Insert and Delete a page breaks. > Find and Replace. > Find and replace a specific entry. 	<ul style="list-style-type: none"> > Assignments > Try Out > Online Test > Course Meterial > Portfolio of Evidence 	08:00am to 12:00pm
MS Office Excel	2	<ul style="list-style-type: none"> > Create a chart. > Identify chart objects. > Plot a Pie Chart > Plot Non-contiguous Data Ranges. > Edit a Chart. > Modify and enhance a basic chart. > Change the colour of a data series. > Add new data to an existing chart. > Add trendlines to a chart. > Format trendline. > Use a workbook template. 		14:00pm to 16:00pm

MS PowerPoint	1	<ul style="list-style-type: none">> Start PowerPoint.> Open and view an existing presentation.> Create your own presentation: a title slide and a bulleted list slide.> Save and close a presentation.> Edit text on a slide.> Format text.> Use different slide layouts.> Insert a Clip Art Image in a slide.> Insert a Text Box in a slide.> Run a slide show.> Re-open a presentation.> Apply a design template to a presentation.> Print one or more slides.> Use the Microsoft Help function.		08:00am to 10:00am
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MS PowerPoint	2	<ul style="list-style-type: none"> > Add WordArt to a slide. > Modify WordArt. > Create your own text boxes. > Draw AutoShapes. > Fill shape with colour. > Layer shapes. > Group objects. > Add text to AutoShapes. > Change anchor point, margins and wrapping of text in AutoShapes. > Rotating text in a shapes. > Rotating objects. > Use semi transparent colour in shapes. > Use the ruler to change paragraph indents and tabs. > Use guidelines. > Positioning and moving Graphics and drawings. > Use Format Painter. > Add Animation. > Add Transition. > Add Timing.
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- > Assignments
- > Try Out
- > Online Test
- > Course Meterial
- > Portfolio of Evidence

10:30am to 12:30pm

MS PowerPoint	3	<ul style="list-style-type: none"> > Add a Table to a slide. > Format a Table. > Align text in a table. > Apply borders to a table. > Create an Organizational Chart. > Format an Organizational Chart. > Add a 3D look to the chart. > Change the connector lines of an Organizational Chart. > Create a chart on a Slide Show. > Link an Excel Worksheet object with a PowerPoint Presentation. > Embed Word text entries on a PowerPoint slide. > Link Word text in a PowerPoint Presentation. > Enhance Word Text Entries on a PowerPoint Slide. > Insert an object. > Exporting a PowerPoint Presentation to MS Word. > Import a Word document as a new PowerPoint presentation. > Run a custom show. > Set up a slide show. > Hide a slide. > Use Pointer options while viewing the show. > Delete the pen. > Set up a black screen. > Using the meeting minder. > Set Web Page options. 	<div style="border: 1px solid black; height: 600px; width: 100%;"></div> <p style="text-align: right; margin-top: 10px;">13:30pm to 15:30pm</p>
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MS Word	1	<ul style="list-style-type: none"> > Create a table. > Format a table. > Insert and delete rows/columns in a table. > Total numeric entries in a table. > Calculate in a table. > Merge cells in a table. > Insert borders in a table. > Remove borders in a table. > Enter vertical text into a table. > Create parallel columns in a document. > Create Newspaper columns in a document. > Assemble newsletters. > Balancing the length of Newsletters. > Adjust the layout of a Newsletter. > Edit and restructure Newspaper columns. > Add a Drop Cap. > Use an existing template. > Create a new template. 	<ul style="list-style-type: none"> > Assignments > Try Out > Online Test > Course Meterial > Portfolio of Evidence 	08:00am to 10:00am
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MS Word	2	<ul style="list-style-type: none"> > Add a header / footer to a document > Add page numbers to a document > Control line, text and page breaks > Print specific pages of a document > Apply a style > Modify a style > Create and apply a new style > Create a multilevel list style > Create a table of content > Update a table of content > Create an index > Create footnote and endnote > Create bookmarks > Use cross-reference > Insert a hyperlink > Remove a hyperlink > Insert Citations and a bibliography > Use document map > Outline a document > Work in outline view > Use master and sub documents 	<ul style="list-style-type: none"> > Assignments > Try Out > Online Test > Course Meterial > Portfolio of Evidence 	10:30am to 12:30pm
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MS Word	3	<ul style="list-style-type: none"> > Sort Paragraphs and Lines. > Create a form template. > Add form fields to a form. > Manage Work groups. > Track changes in a document. > Insert comments into a document. > Accept and reject proposed changes in a document. > Review comments in a document. > Protect a document. > Type math formulas in Word. > Insert a Chart into a Document. > Modify a Chart. > Create a table by Linking or embedding a Microsoft Excel Worksheet. 	<ul style="list-style-type: none"> > Assignments > Try Out > Online Test > Course Meterial > Portfolio of Evidence 	13:30pm to 15:30pm
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Basic Concepts of IT		<p>information Technology (IT).</p> <ul style="list-style-type: none"> > Understand and distinguish between mainframe computer, network computer, personal computer, laptop, personal digital assistant (PDA) in terms of capacity, speed, cost and typical users. > Understand some of the functions the CPU in terms of calculations, logic control, and immediate access memory. > Know that the speed of a computer is measured in megahertz (MHz) or Gigahertz (GHz). > Understand the difference types of computer memory such as: RAM, ROM and distinguish between them. > Know how computer memory is measured: bit, byte, KB, MB, GB, TB relates computer memory measurements to characters, files and directories/folders. > Identify some of the main devices for inputting data inside a computer such as: mouse keyboard, trackball, scanner, touch pad, light pen, joystick, digital camera, and microphone. > Identify common output devices for displaying the results of processing carried out by a computer, such as: monitors, screens, printer's plotters, speakers. Know where these devices are used. > Understand that some devices are input/output devices such as: touch screens. 	Try Out	08:00am to 16:00pm

Module Fee	Days	Certificate
R450.00	Monday to Friday	MS Office Excel Certificate of Compitance
R450.00	Monday to Friday	

R300.00	Monday to Friday	
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R300.00

Monday to Friday

MS Office Power
Point Certificate of
Compliance

R300.00

Monday to Friday

R300.00	Monday to Friday	MS Office Word Certificate of Compliance
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R300.00	Monday to Friday	MS Office Word Certificate of Compitance
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R300.00	Monday to Friday	MS Office Word Certificate of Compitance
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R900.00	Monday to Friday	Basic Concepts of IT Certificate

