# Training Course in Office Skills (MS Word, MS Excel, MS PPT, Email, Internet)

## Introduction

This course is meant for absolute beginners. It is meant for students who have little or no prior experience with computers. The purpose of this course is to empower learners with the knowledge and skills needed to use computers effectively in life, college, work and beyond.

Students will learn what computers can do for them and how to use the Internet for communication.

Emphasis will be placed on using software packages for emails, word processing, spread sheets, and presentation as well as using the Internet.

## Who should attend?

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## Duration

5 Days

## Course Objectives

Students will learn what computers can do for them and how to use the Internet for communication.

Emphasis will be placed on using software packages for emails, word processing, spread sheets, and presentation as well as using the Internet.

## Course Content

**Internet**

Introduction to computers and the internet

**MS Word**

* Organizing content using tables and charts
* Customizing formats using styles and themes
* Inserting content using quick parts
* Using templates to automate document formatting
* Controlling the flow of a document
* Simplifying and managing long documents
* Using mail merge to create letters, envelopes, and labels
* Table of content

**Intermediate & Advanced MS Excel**

* Introduction to MS Excel basics
* Entering, selecting & editing data
* Formatting cells, rows, columns & sheets
* Creating formulas and functions
* Charts, graphs and data sort
* Printing Excel documents
* Naming cell ranges
* Linking sheets and files
* Conditional functions
* Basic lookup functions
* Essential list management

**MS Power Point**

* Quick start
* Slides & layouts
* Text & tables
* Pictures & graphics
* Present slideshows
* Animation, video & audio
* Share & co-author
* Use 3D models
* PowerPoint keyboard shortcuts
* PowerPoint templates
* Office templates

**Email**

* Begin and end emails professionally
* CC, BCC, Reply, Reply All, forward
* Understand the fundamentals of grammar, formatting and punctuation to improve readability
* Write better emails faster
* Tactics to manage email volume
* Write clear and well-structured professional emails
* Save time through communicating appropriately from the outset
* Avoid frustrating others with email overload

## Course Dates

Kindly follow the links below to see the course details and register online.

* [10th to 14th Dec2018 Course Details](https://t4d.co.ke/index.php/training-courses/office-skills-training-courses/training-course-in-office-skills-dec) – [Register Online](https://t4d.co.ke/index.php/training-courses/office-skills-training-courses/training-course-in-office-skills-dec/individual-registration)
* [14th to 18th Jan2019 Course Details](https://t4d.co.ke/index.php/training-courses/office-skills-training-courses/training-course-in-office-skills-jan) – [Register Online](https://t4d.co.ke/index.php/training-courses/office-skills-training-courses/training-course-in-office-skills-jan/individual-registration)
* [18th to 22nd Feb 2019 Course Details](https://t4d.co.ke/index.php/training-courses/office-skills-training-courses/training-course-in-office-skills-feb) – [Register Online](https://t4d.co.ke/index.php/training-courses/office-skills-training-courses/training-course-in-office-skills-feb/individual-registration)
* [11th to 15th March 2019 Course Details](https://t4d.co.ke/index.php/training-courses/office-skills-training-courses/training-course-in-office-skills-mar) – [Register Online](https://t4d.co.ke/index.php/training-courses/office-skills-training-courses/training-course-in-office-skills-mar/individual-registration)

## Methodology

This instructor led training course is delivered using a blended learning approach and comprises of presentations, guided sessions of practical exercise, web based tutorials and group work. Our facilitators are seasoned industry experts with years of experience, working as professional and trainers in these fields.

All facilitation and course materials will be offered in English.

## Accreditation

Upon successful completion of this training, participants will be issued with a certificate of participation.

## Training Venue

The training is residential and will be held at the **T4D Training Centre** in Westlands Nairobi, Kenya. The course fee covers the course tuition, training materials, two break refreshments, lunch, and study visits.

All participants will additionally cater for their, travel expenses, visa application, insurance, and other personal expenses.

## Accommodation

Accommodation is arranged upon request. For reservations contact the Training Officer.

Email: outreach@t4d.co.ke

Mobile Number: +254 706909947

## Training Fees

The course fee is **KES 75,000.00** or **USD 1,100.00** exclusive of VAT. The course fees covers the course tuition, training materials, venue, two (2) break refreshments, lunch and study visits. Participants will cater for their travel and accommodation costs.

## Tailor- Made

This course can also be tailored for your organization. To find out how our tailor-made training can help your organization, call our team on

**Email:** outreach@t4d.co.ke

**Mobile:** +254 (0) 729166479

Kind regards.
Jeff Karani.
**Team Leader.
Tech For Development
*Innovation for impact***