

MS OFFICE –Basics

Ms-Office Basics

Duration: 4 Weeks

Course Fee: Tzs. 300,000/-

Theoretical introduction to computers:

Definition of a computer, Data and Information, Parts of a computer, Input & Output, Input & Output devices, Computer Hardware & Software, Types of computers, Types of printers, Discussion on the system unit (C.P.U).

✓ ***Introduction to Windows:***

Introduction to operating systems, turning on/off computers, discussion on how to work with a mouse, introduction to the desktop (Wallpaper changing, understanding icons etc.), A brief on the common keys found on the desktop, Folders (Creating, Renaming, Deleting), Introduction to the common keys on the keyboard.

✓ ***Ms-Word basics:***

Loading the program with a brief introduction on the screen layout and tabs, saving and opening files, basic formatting (Bold, Italics and Underline, Font size, Font colour, Font style), Alignment (Left, Right and Center), Line spacing, Indentation (Left & Right), Page colour, Page border, Word art, Date and time, Clip art, Pictures, Tables, Replace command, Thesaurus, Changing alphabets to upper/lower case, Subscript-superscript, Cut/Copy-Paste, Basic printing.

✓ ***Ms-Excel basics:***

Loading the program with a brief introduction on the screen layout and tabs, Opening & saving a workbook, Introduction to worksheet (Understanding rows, columns, cells, and identifying cell names/references), Managing workbook (Inserting, Deleting and Renaming worksheets), Moving the Cell pointer and navigating a workbook, Basic formatting of cells (Font size, colour, style, alignments, etc Manipulating rows and columns (Inserting, deleting, adjusting their sizes, etc.), Border application (Applying and removing), Basic functions (Sum, Product, Average, Minimum and Maximum Function), IFCondition, Entering other given formulas, Graphs/Charts (Creating and deleting), Rotation, Merge & Center, Wrap text, Currency style, Comma Style, Basic printing.

✓ ***Ms-PowerPoint basics:***

Loading the program with a brief introduction on the screen layout and tabs, Opening & saving a presentation, Introduction to slide layouts, Creating a presentation using different layouts, Applying background colour to slide, Apply the automatic/mouse-click setting to slides, Applying transitions to slide, Applying custom animation effects to texts/objects in a slide, Basic printing.

✓ ***Internet:***

Brief introduction to the Internet, Introduction to the address bar, and how different websites can be types in it, How to browse on the internet to search for information, Downloading/Copying images from the internet, E-mail (Advantages and Disadvantages of using E-mail, Creating an e-mail account, Sending & Receiving e-mail messages along with attachments), Signing in and out

MS OFFICE - INTERMEDIATE

Duration: 4 Weeks

Course Fee: Tzs. 300,000/-

Ms-Word intermediate:

Applying/removing password to files, Compatibility mode, Formatting pictures, Watermark, Find-Replace command, Auto-correct, Auto-text, Manipulating existing table, Caption, Headers & Footers, Page formatting (page margins, columns & layouts), mail merge, Clip board.

Ms-Excel intermediate:

Nested function, Mathematical Functions (Round-Up , Round-Down and Sum-if Function), Logical functions (AND & OR-Functions), Statistical functions (Count, Count-A , and Count-If function), Text function (Left, Right and Concatenate function), Look-up functions (Vertical & Horizontal Look-Up functions), Chart/Graph formatting, Cell formatting (Conditional formatting), Filters, Paste special functions.

Ms-Access intermediate:

Introduction to Access and its uses, Saving and Opening an access database file, Introduction the access screen, Introduction to the two views and their uses: Design View & Datasheet View, Tables, Encrypting and Decrypting a database file, Look-up wizard, Validation rule and Validation text, Default value, Reports, Queries, Forms, Developing relationships between two or more tables.

MS OFFICE - ADVANCE

Duration: 4 Weeks

Course Fee: Tzs. 400,000/-

Ms-Word advance:

Tables, Footnotes & End notes, Bookmarks & Cross references, Master documents, Tracking & Commenting, Comparing & Combining documents, Linking & Embedding, Hyperlinks, Macros, Fields, Forms Templates, Mail Merge, Password & Editing restrictions.

Ms-Excel advance:

Templates, Paste special options, Pivot tables & charts, Input tables, Hyperlinks, Linking & Embedding, Importing text files, Sorting & Filtering data, Tracking and Reviewing changes, Scenarios, Validating, Auditing, Macros, Passwords & Security issues, Financial/Lookup/Database Functions.

Ms-PowerPoint advance:

Sections, Slide Masters, Themes, Formatting Pictures & Images, Manipulating graphics, Formatting autoshapes, Diagrams, Charts, Video & Audio, Animation, Linking & embedding, hyperlinks, Merging/Comparing/Exporting, Slide Shows, Sharing Presentations, Presentations Design & Compatibility issues.

Google Drive basics: The following will be covered:

1. Introduction to Google drive
2. Uploading files and folders.
3. Sharing files and folders in google drive.
 - 3.1. Granting permission.
 - 3.2. Sharing in google drive.
 - 3.3. Shared folders to your account.
 - 3.4. Searching for documents in your drive.
 - 3.5. Creating documents into drive.
 - 3.6. Synchronizing between devices.
 - 3.7. Changing setting to your google drive.
 - 3.8. Using third party application within google drive.

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