

## MICROSOFT OFFICE PROGRAM

### COURSE SPECIFICATIONS

<b>Course Code:</b>	MS-MOP
<b>Course No:</b>	OTF-MOP_v1.2
<b>Course Length:</b>	5 Days

### COURSE DESCRIPTION

This course covers overall topics of Microsoft Excel, Word, PowerPoint, Outlook and typing. It is a combination of the different parts courses of each application, and touches on subjects that are basic, as well as a bit more complicated concepts.

### TARGET AUDIENCE

This course is for students who want an overall understanding of Microsoft Excel, Word, PowerPoint, Outlook and typing.

### PRE-REQUISITES

The student should have basic computer skills, e.g., working with the Windows interface, reading, and writing. It is ideal that the student has worked on the Microsoft applications before.

### HARDWARE REQUIREMENTS

For this course, you will need one computer for each candidate. **For classroom-based training, each computer will need the following *minimum* hardware configurations:**

- 1 gigahertz (GHz) 64-bit (x64) processor.
- 4 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1280 × 1024 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Keyboard and mouse (or another pointing device).
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).

#### For virtual online training:

- The above-mentioned hardware requirements, also including, if possible, an extra monitor to follow the trainer with ease of access.
- Microphone and speakers or headset.

### SOFTWARE REQUIREMENTS

#### For both classroom-based and virtual online training:

- Microsoft Windows 10 or 11.
- Microsoft 365 license (which provides the Microsoft Office apps).

#### For virtual online training:

- A Microsoft Team account.  
**NOTE:** *You don't need an account, as you can join a session as a guest, but it will be beneficial to you as it will give you more options and a better sharing experience.*

### COURSE OBJECTIVES

In this course, you will:

- Work with Shortcut Keys
- Learn to work with cells, perform functions and calculations, and use a few more in-depth tools
- Learn the basics of typing
- Learn to add tables, graphic objects, control paragraph flow, etc.
- Use basic tools in Microsoft PowerPoint
- Use basic tools in Microsoft Outlook

### LEARNING OUTLINE

1. Important
  - a. Know Your Shortcuts
  - b. Know Your Definitions
2. Microsoft Excel
  - a. Getting Started with Excel
  - b. Working with Cells and Text
  - c. Printing a Workbook
  - d. Performing Calculations
  - e. Working with Functions
  - f. Working with Lists
  - g. Analysing Data
  - h. Excel Charts
  - i. PivotTables and PivotCharts
  - j. Automating Workbooks
  - k. LookUp Functions

3. Typing
  - a. The Basics of Typing and Where to Place Your Fingers
4. Microsoft Word
  - a. Getting Started with Word
  - b. Formatting Text and Paragraphs
  - c. Adding Tables
  - d. Using Graphic Objects
  - e. Customizing Formats Using Styles and Themes
  - f. Controlling the Flow of a Document
  - g. Adding Document References and Links
  - h. Preparing to Publish a Document
5. Microsoft PowerPoint
  - a. Getting Started with PowerPoint
  - b. Developing a PowerPoint Presentation
  - c. Adding Objects
  - d. Building Advanced Transitions and Animations
  - e. Preparing to Deliver Your Presentation
6. Microsoft Outlook
  - a. Getting Started with Outlook
  - b. Customizing Microsoft Outlook
  - c. Emails in Microsoft Outlook
  - d. Contacts in Microsoft Outlook
  - e. Calendar in Microsoft Outlook
  - f. Tasks in Microsoft Outlook
  - g. Notes in Microsoft Outlook
  - h. Keyboard Shortcuts for Microsoft Outlook

### MERSETA TRAINING PROVIDER

Onetrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.)

We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes. Successful participants will receive a *Onetrust Training Solutions* certificate for the relevant courses.

### CONTACT DETAILS

Further enquiries may be directed to:

#### ONETRUST TRAINING SOLUTIONS (PTY) LTD

Vanderbijlpark | South Africa

Tel: +27 16 982 1651

Cell: +27 83 565 0915

Email: [admin@otts.co.za](mailto:admin@otts.co.za)

### ASSESSMENTS

*Formative* assessments in the form of a knowledge questionnaire as well as minor projects will take place during the course. *Summative* assessments will be conducted at the end of the course in the form of a practical/theoretical test.

If a candidate does not wish to write a summative assessment, a Onetrust Training Solutions certificate that indicates *Attendance* will be provided.