MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

ICT and Security Management

Microsoft Office Programmes

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2652	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Our Microsoft Office training includes a variety of courses designed to teach individuals of all skill levels about using all of the Office programs. Our instructor led training is offered by certified instructors to professionals and individuals as well as corporate and government customers. With our MS Office training, individuals can improve their skills and knowledge for all of the latest Office programs. This is beneficial for individuals who are hoping to increase their value in the workplace and for companies that are interested in boosting employee productivity and efficiency.

This course is designed to teach the new and experienced user alike how to use the many features of Microsoft Office to create documents, publications, and complete tasks that require the use of a word processor. You'll start out learning the very basics of Microsoft Office using instructions and screenshots, then progress into intermediate and advanced features and techniques so that you can get the most out of the popular program.

Course Outcomes

- Recognize when to use each of the Microsoft Office programs to create professional business documents.
- Use Microsoft Office programs to create personal and/or business documents following current professional and/or industry standards.
- Pursue future courses specializing in one or more of the programs.
- Apply skills and concepts for basic use of computer hardware, software, networks, and the Internet in the workplace and in future coursework as identified by the internationally accepted Internet and Computing Core (IC3) standards.

Course Outline / Curriculum

Terminology and Vocabulary

- Parts of computer system
- Software: Applications and Operating system
- Windows Concepts
  - Windows navigation
  - Multi-task applications
  - File-management (reinforce and emphasize throughout the length of the course)

Basic Internet Skills

- Browsers
- Searching
- Ethics
- Basic Communication Skills
  - Email
  - Attachments
  - Netiquette
- Basic Database Concepts
- Competencies, Skills
- Identify components of a computer system
- Identify types of software applications and operating systems

Windows skills, including:

- navigate Windows and applications
- open, close and work between applications
- access "short-cut menus" using right-mouse button
- Develop skill in basic file management throughout the course including:

- moving/copying/renaming/deleting files
- creating/renaming/deleting folders

Use Windows Accessories

- Notepad and/or Wordpad
- Paint
- Use Control Panel to modify desktop properties

Word Processing Skills

- Create and edit one page Word documents
- Copy/Move/Paste text
- Create and edit a multi-page Word document
- Format and enhance Word documents
- Insert Clipart

Internet Skills

- Identify and use Internet browser features
- Use Search tools
- Understand Internet Ethics

Communication Skills

- Send and receive email
- Send and open email attachments
- Introduce basic MyPCC Portal website including basic navigation, email, calendar and course tools
- Identify proper netiquette rules

Spreadsheet Skills

- Create and edit basic Excel spreadsheets
- Format and enhance spreadsheets
- Use Auto Sum and create basic formulas
- Create basic charts

Database Skills

- Create and Edit a database
- Format and enhance a database
- Create Queries
- Sort and filter a database
- Create and print Reports

Presentation Skills

Create and edit basic PowerPoint presentations

- Use template, color schemes, animation, slide transition
- Insert images including digital pictures

Target Audience

This course is designed to teach the new and experienced user alike how to use the many features of Microsoft Office to create documents, publications, and complete tasks that require the use of a word processor.

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Microsoft Office Programmes
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____