

## CREATIVE VISUAL

GROWTH THROUGH CONNECTION

### Our Mission

Knowledge is power and at Creative Visual Technology Solutions (CVTS) our mission is to provide you with the knowledge to become great. Take an important step towards a successful career by joining our Basic Computer Skills Programme. Our dynamic team of trainers will lead you throughout the practical workshop to ensure the best outcome.

### Overview

In the current job market, computer literacy and Microsoft Office skills are vital to success. A recent study shows that Microsoft Office proficiency is one of the top three skills required by employers when recruiting staff. Whether working from home, office or school, computers help us to streamline our professional and personal lives, providing the tools to organise, manage and present information.

The CVTS Basic computer and Microsoft Skills Programme will provide you with the skills to complete most digital day-to-day tasks. You will learn how to operate a personal computer, create documents, design presentations and send and receive mail effectively.

All our training courses are based on the relevant Office software packages, ensuring that you can be productive straight away.

#### Full Package – 5 Days Course

- ✓ Introduction to computers
- ✓ MS Word
- ✓ MS Power Point
- ✓ MS Outlook
- ✓ MS Excel

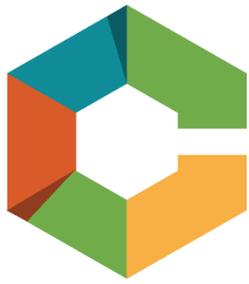


Book your dates on our webpage: [www.cvts.co.za](http://www.cvts.co.za) Tel: 010 109 8170 Email: [training@cvts.co.za](mailto:training@cvts.co.za)

WhatsApp: "Training" to 066 202 9183 to talk to one of our consultants.

**Terms and Conditions:** *Training date can change due to attendance numbers.*





## CREATIVE VISUAL GROWTH THROUGH CONNECTION

### Introduction

A fundamental understanding of computers is the first step towards computer literacy. This programme introduces the learner to the basic components and features of a personal computer and provides an understanding of how to interact with it.

#### **This course is designed for individuals seeking to:**

Operate a personal computer as a user

Gain basic knowledge for a career in the Information Communication Technology industry.

#### **On completion of this course, you will be able to:**

- Understand the components of a PC and their functions
- Start up and shut down a PC
- Use a keyboard and mouse
- Change settings
- Install / uninstall software
- Connect to the internet
- Start applications
- Use an interface effectively
- Use the help facility and print options
- Set up a safe workstation

**Course Duration: 1 Day**

### Computer Basics

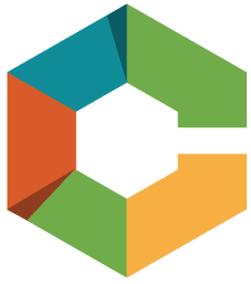
An Introduction to computers

#### **Level: 1 – Introduction**

There are many reasons why it is important to understand, and use computers

- Computers help you work faster and improve your accuracy and efficiency.
- A computer connected to the internet can answer virtually any question and teach you how to do almost anything.
- Understanding the basic concepts of computers helps with using other technology such as smartphones, tablets and other computing devices.
- Learning to use the keyboard and mouse is key to interacting with any form of computing device.
- A person with a basic understanding of computers and software will find it easier to resolve minor technical problems.

If you are new to computers, this programme will help you to be more comfortable with digital technology and teach you the basic skills required to work with computing devices.



# CREATIVE VISUAL

## GROWTH THROUGH CONNECTION

### Introduction

During this course, you will learn how to use Microsoft Word essentials to create and edit professional documents. You will be introduced to the application's most important tools.

#### This course is designed for individuals seeking to:

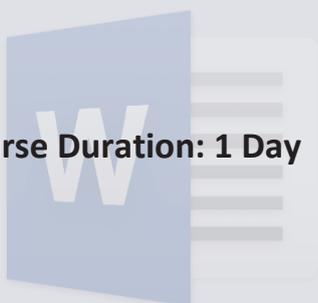
Produce and edit documents

Format documents and enhance document appearance

#### On completion of this course, you will be able to:

- Understand the basics of word processing
- Open, create and save documents
- Create new documents from given specifications
- Edit and format text
- Check spelling and grammar

**Course Duration: 1 Day**



### MS Word

Microsoft Word fundamentals

#### Level: 1 – Introduction

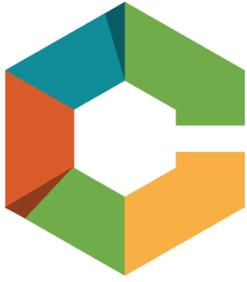
Microsoft Word is a word processing package.

Whether you work for a large, multinational company, or running a one-person freelance business, reading and writing documents on a computer are vital skills. Microsoft Word is the most popular word processor in the business world to create and save documents, print them, and share them with others.

This introductory programme will teach you how to create professional documents by:

- Formatting your document in various ways
- Checking spelling and grammar to ensure accuracy and project a professional image
- Formatting text for readability and to highlight important sections of the document

The programme is presented in a workshop-style, allowing group interaction, opportunities to create and manipulate documents and practice keyboard skills under the guidance of your facilitator.



### Introduction

Learn how to create and customize sophisticated electronic presentations to catch and retain the attention of the audience.

**This course is designed for individuals that need to produce and edit slide presentations.**

**On completion of this course, you will be able to:**

- Understand the basics of PowerPoint presentations
- Create, edit, and save a presentation
- Produce a presentation from information supplied
- Format a presentation
- Check spelling and grammar

**Course Duration: 1 Day**



### PowerPoint 1

PowerPoint Fundamentals

#### Level: 1 – Introduction

Microsoft PowerPoint is a program designed to create presentations for personal and professional purposes

The program provides an easy way to create colourful, attractive and impactful slides to make a topic understandable, visualise ideas and engage the audience.

This introductory programme will teach you the basics of creating professional presentations, including:

- Creating a new slide presentation
- Selecting a design style and layout
- Inserting, formatting, and editing text
- Inserting pictures
- Changing background colours

Once you have mastered the basics of PowerPoint, you can explore numerous exciting features such as inserting multimedia elements, including animation and sound. In addition to creating business presentations, you can also experiment with creating unique creations such as birthday cards, photo albums and invitations.

**Introduction**

Microsoft Outlook enables you to communicate with customers, suppliers and colleagues across the globe in seconds.

**This course is designed for individuals that need to use Outlook to send and receive messages**

**On completion of this course, you will be able to:**

- Understand e-mail terminology
- Observe email etiquette
- Compose an e-mail
- Address an e-mail to the required recipients
- Manage e-mail attachments
- Check grammar and spelling
- Send and receive e-mail
- Identify the sender and display the content of received e-mail
- Respond to received e-mails
- Work with multiple e-mails
- Adjust the settings

**Course Duration: 1 Day**

**MS Outlook**

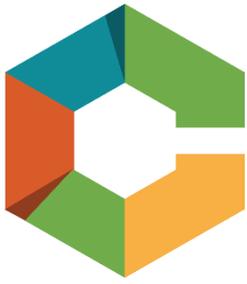
Microsoft Outlook Fundamentals

**Level: 1 – Introduction**

Microsoft Outlook is an application that is used mainly to send and receive emails. It is also used to manage different types of personal data such as calendar appointments, task tracking and names and numbers of your contacts.

In addition to learning how to navigate the program to send and receive email messages, the Microsoft Outlook Fundamentals training programme will teach you how to:

- Write an appropriate email header in the subject line, consistent with the message and target market
- Avoid attacks by hackers, viruses and malware when receiving emails
- Observe email etiquette, including the appropriate opening (greeting) to use for different messages, effective composition of the email, and the correct way to sign off the email message



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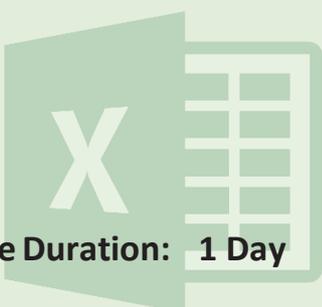
### Introduction

Excel enables you to store, organise, and analyse data by using its features and formulas in spreadsheets. This spreadsheet program helps you to work more efficiently and avoid mistakes of manual calculations.

**This course is suitable for those individuals that need to improve their basic excel skills.**

**On completion of this course, you will be able to:**

- Understand the basics of using Excel spreadsheets
- Open, create and save spreadsheets
- Navigate a spreadsheet
- Format cells
- Produce a spreadsheet from given specifications
- Edit a spreadsheet
- Format a spreadsheet
- Check grammar and spelling
- Print a spreadsheet



**Course Duration: 1 Day**

### MS Excel

Microsoft Excel Fundamentals

**Level: 2 – Beginner**

Excel is a powerful tool used in workplaces throughout the world, across all business functions. At a basic level, Excel is used for storing information, analysing and sorting, and reporting. The list of uses of Excel in the workplace is endless, including business analysis, people management, operations management, office administration and financial management.

The beginner programme will teach you how to create effective spreadsheets, including:

- The properties of spreadsheets
- How to navigate a spreadsheet
- How to use different data formats
- Manipulating and formatting data to create meaningful spreadsheets
- The use formulas and calculations
- How to edit and format a spreadsheet
- Printing a spreadsheet.