

MICROSOFT OFFICE SPECIALIST

Duration	15 Days
NQF Levels	1, 2, 3, 4
Credits	64
Unit Standards	116938, 117924, 119078, 116942, 116937, 116943, 116940, 116933, 117923, 11690, 116945, 116935, 116936, 117927

SYNOPSIS

Discover the only performance-based certification that validates the skills needed to get the most out of Microsoft Office. Whether you want to drive your career or increase your productivity on the job, earning the Microsoft Office Specialist (MOS) certification demonstrates the valuable expertise you need to succeed.

This course provides delegates with an opportunity to learn the Microsoft Word, Excel, PowerPoint, Access and Outlook from an Introductory to an Advanced level. Once all modules have been completed the delegate can choose to write the Microsoft Office Specialist examinations for each module.

MICROSOFT WORD 2007

Unit Standard	116938, 117924, 119078, 116942
NQF Level	1, 2, 3
Credits	18
Duration	3 Days
Pre-Requisite Training	Computer Essentials

SYNOPSIS

This module provides delegates with a detailed understanding of the features and functions of Microsoft Office Word 2007. This module is intended for delegates who want to learn Microsoft Word from an introductory to an advanced level.

MODULE OUTLINE

- Work in the Word environment;
- Open, move around in and close a document;
- Display different views of a document;
- Create and save a document;
- Make changes to a document;
- Insert saved text;
- Find and replace text;
- Correct spelling and grammatical errors;
- Create and modify lists;
- Quickly format text and paragraphs;
- Manually change the look of characters;
- Manually change the look of paragraphs;
- Change a document's theme;
- Insert ready-made document parts;
- Insert and modify pictures;
- Change a document's background;
- Use a picture as a watermark;
- Preview a document;
- Control what appears on each page;
- Finalize a document;
- Print a document;
- Present information in columns;
- Create a tabular list;
- Present information in a table;
- Format table information;
- Perform calculations in a table;
- Create a diagram;
- Modify a diagram;
- Insert a chart;
- Modify a chart;
- Use existing data in a chart;
- Create fancy text;
- Insert symbols and equations;
- Format the first letter of a paragraph;
- Draw and modify shapes;
- Add headers and footers;
- Change the relationship of elements on the page;
- Use a table to control page layout;
- Reorganize a document outline;
- Work with templates;
- Find the most appropriate word;
- Research information and translate text;
- Save a file in a different format;
- Create and modify a Web document;
- Create a blog post;
- Create an XML document;
- Send a document directly from Word;
- Track and manage document changes;
- Add and review comments;
- Compare and merge documents;
- Password-protect a document;
- Prevent changes;
- Use document workspaces;
- Create and modify a table of contents;
- Create and modify an index;
- Add bookmarks and cross-references;
- Add hyperlinks;
- Add sources and compile a bibliography;
- Understand mail merge;
- Prepare data for mail merge;
- Prepare a form letter;
- Merge a form letter with its data source;
- Send a personalised e-mail message to multiple recipients;
- Create and print labels;
- Change default program options;
- Make favourite Word commands easily accessible;
- Make commands available with a specific document and create a custom keyboard shortcut;

MICROSOFT EXCEL 2007

Unit Standard	116937, 116943, 116940
NQF Level	2, 3, 4
Credits	13
Duration	3 Days
Pre-Requisite Training	Computer Essentials

SYNOPSIS

This module provides delegates with a detailed understanding of the features and functions of Microsoft Office Excel 2007. This module is intended for delegates who want to learn Microsoft Excel from an introductory to an advanced level.

MODULE OUTLINE

- Become familiar with the new user interface;
- Create workbooks;
- Modify workbooks;
- Customize the Excel 2007 program window;
- Enter and revise data;
- Modify worksheets;
- Move data within a workbook;
- Find and replace data;
- Correct and expand upon worksheet data;
- Format cells;
- Define styles;
- Apply workbook themes and table styles;
- Make numbers easier to read;
- Create charts;
- Define a table;
- Name groups of data;
- Create formulas to calculate values;
- Add headers and footers to printed pages;
- Prepare worksheets for printing;
- Summarize data that meets specific conditions;
- Find and correct errors in calculations;
- Change the appearance of data based on its value;
- Customize the appearance of charts;
- Find trends in your data;
- Print charts;
- Add images to worksheets;
- Create diagrams by using SmartArt;
- Define valid sets of values for ranges of cells;
- Limit data that appears on your screen;
- Manipulate list data;
- Sort data lists;
- Organise data into levels;
- Look up information in a data list;
- Use data lists as templates for other lists;
- Print data lists;
- Print parts of data lists;
- Link to data in other worksheets and workbooks;
- Consolidate multiple sets of data into a single workbook;
- Group multiple sets of data;
- Define an alternative data set;
- Define multiple alternative data sets;
- Vary your data to get a desired result by using Goal Seek;
- Find optimal solutions by using Solver;
- Analyse data by using descriptive statistics;
- Analyse data dynamically by using PivotTables;
- Filter, show and hide PivotTable data;
- Edit PivotTables;
- Format PivotTables;
- Create PivotTables from external data;
- Create dynamic charts by using PivotCharts;
- Describe and examine macros;
- Create and modify macros;
- Run macros when a button is clicked;
- Run macros when a workbook is opened;
- Include Office documents in worksheets;
- Store workbooks as parts of other Office documents;
- Create hyperlinks;
- Paste charts into other documents;
- Share data lists;
- Manage comments;
- Track and manage colleagues' changes;
- Protect workbooks and worksheets;
- Authenticate workbooks;
- Save workbooks for the Web

MICROSOFT POWERPOINT 2007

Unit Standard	116933, 117923, 116930
NQF Level	1, 2, 3
Credits	13
Duration	3 Days
Pre-Requisite Training	Computer Essentials

SYNOPSIS

This module provides delegates with a detailed understanding of the features and functions of Microsoft Office PowerPoint 2007. This module is intended for delegates who want to learn Microsoft PowerPoint from an introductory to an advanced level.

MODULE OUTLINE

- Work in the PowerPoint environment;
- Open, move around in and close a presentation;
- Display different views of a presentation;
- Save a presentation;
- Quickly create a presentation;
- Create a presentation based on a ready-made design;
- Convert an outline to a presentation;
- Reuse existing slides;
- Create a photo album;
- Enter text;
- Edit text;
- Add and manipulate text boxes;
- Correct and size text while typing;
- Check spelling and choose the best words;
- Find and replace text and fonts;
- Change the size, alignment, spacing and look of text;
- Change the layout of a slide;
- Rearrange slides in a presentation;
- Apply a theme;
- Switch to a different colour scheme;
- Use colours that are not part of a scheme;
- Add shading and texture to the background of a slide;
- Insert and modify clip art images;
- Preview and printing a presentation;
- Finalize a presentation;
- Show a presentation;
- Insert and format a table;
- Insert and update an excel worksheet;
- Insert and format a chart;
- Insert and format a diagram;
- Convert existing bullet points into a diagram;
- Insert and modify pictures;
- Draw, modify and connect shapes;
- Insert and modify stylized text;
- Align and stack graphics;
- Animate slide elements;
- Add transition effects;
- Insert, play and modify sounds;
- Insert, play and modify movies;
- Create a hyperlink;
- Attach an action to text or an object;
- Save a presentation for the Web;
- Restrict access to a presentation;
- Insert review comments in a presentation;
- Use a document workspace;
- Create theme colors and fonts;
- View and change a presentation's master slides;
- Create a slide layout;
- Save a custom design template;
- Adapt a presentation for different audiences;
- Rehearse a presentation;
- Prepare speaker notes and handouts;
- Prepare a presentation for travel;
- Change default presentation options;
- Make favourite PowerPoint commands easily accessible;
- Make commands available with a specific presentation;

MICROSOFT OUTLOOK 2007

Unit Standard	116945, 116935
NQF Level	2
Credits	4
Duration	3 Days
Pre-Requisite Training	Computer Essentials

SYNOPSIS

This module provides delegates with a detailed understanding of the features and functions of Microsoft Office Outlook 2007. This module is intended for delegates who want to learn Microsoft Outlook from an introductory to an advanced level.

MODULE OUTLINE

- Connect to your primary e-mail account;
- Troubleshoot the Startup wizard;
- Personalize your Outlook workspace;
- Explore the Advanced toolbar;
- Work in the contact window;
- Save and update contact information;
- Personalize an electronic business card;
- Display different views of contact information;
- Print contact information;
- Work in the message window;
- Create and send messages;
- Attach files to messages;
- View messages and message attachments;
- Reply to and forward messages;
- Print messages;
- Work in the calendar item windows;
- Schedule and change appointments;
- Schedule and change events;
- Display different views of a calendar;
- Work in the task window;
- Display different views of tasks;
- Create and update tasks;
- Manage task assignments;
- Remove tasks from your task list;
- Quickly locate messages;
- Arrange messages in different ways;
- Organize messages by using colour categories;
- Organize messages in folders;
- Archive messages;
- Define your available time;
- Configure outlook for multiple time zones;
- Print a calendar;
- Link to an internet calendar;
- Work with multiple calendars;
- Quickly locate contact information;
- Organize contacts by using colour categories;
- Create a distribution list;
- Create an additional address book;
- Create and format business graphics;
- Personalize the appearance of messages;
- Add signatures to messages automatically;
- Schedule, update and cancel meetings;
- Respond to meeting requests;
- Quickly communicate with contacts;
- Create a task or an appointment from a message;
- Send calendar information in an e-mail message;
- Subscribe to RSS feeds;
- Participate in newsgroups;
- Record information by using notes;
- Link notes to contacts;
- Share notes;
- Work with new mail notifications;
- Create rules to process messages;
- Store e-mail messages on your computer;
- Secure your e-mail;
- Block unwanted messages;
- Specify advanced e-mail options;
- Connect Outlook to your server from a remote location;
- Work with Outlook items while offline;
- Automatically respond to messages;
- Share your folders with other people;
- Access other people's folders;
- Create a document workspace from Outlook;
- Work offline with document library contents;
- Connect to a SharePoint calendar;
- Connect to additional e-mail accounts;
- Create additional Outlook profiles;
- Make favourite Outlook commands easily accessible;
- Personalize your Office and Outlook set.

MICROSOFT ACCESS 2007

Unit Standard	116936, 117927
NQF Level	3, 4
Credits	9
Duration	3 Days
Pre-Requisite Training	Computer Essentials

SYNOPSIS

This module provides delegates with a detailed understanding of the features and functions of Microsoft Office Access 2007. This module is intended for delegates who want to learn Microsoft Access from an introductory to an advanced level.

MODULE OUTLINE

- Work in Access 2007.
- Understand database concepts;
- Open an existing database;
- Explore tables, queries, forms and reports;
- Preview and print Access objects;
- Create a database from a template;
- Create a database and a table manually;
- Create a table from a template;
- Manipulate table columns and rows;
- Create a form by using the Form tool;
- Refine form properties;
- Change the arrangement of a form;
- Collect data through e-mail;
- Sort information in a table;
- Filter information in a table;
- Filter information by using a form;
- Import information from another Access database;
- Import information from an Excel worksheet;
- Import or link to a SharePoint list;
- Import information from a text file;
- Import information from a XML file;
- Import information from an HTML file;
- Import information from an Outlook folder;
- Import information from a dBASE file;
- Export information to another Access database;
- Export information to Excel and Word;
- Export information to a SharePoint list;
- Export information to a text file;
- Export information to a XML file;
- Export information to an HTML file;
- Copy information to other Office programs.
- Restrict the type and amount of data in a field;
- Specify the format of data in a field;
- Restrict data by using validation rules;
- Create a simple or multi-column lookup list;
- Add controls to a form;
- Enter data in a form by using VBA;
- Create a form by using and AutoForm;
- Add a subform to a form;
- Locate information that matches multiple criteria;
- Create a query by using the wizard or manually;
- Perform calculations by using a query;
- Update information in a table;
- Delete information from a table;
- Create a report by using a wizard or manually;
- Modify report design and content;
- Add a subreport to a report;
- Preview and print a report;
- Make favourite Access commands quickly available;
- Create custom categories;
- Assign a password to a database;
- Prevent database problems;
- Create a Switchboard;
- Control the features available to database users;
- Prevent changes to database code;
- Secure a database for distribution;
- Referential Integrity;
- Table Relationships;
- Switchboards;
- Modal Dialogue Boxes;
- Advanced Form Tasks;
- Pivoting Data;
- Access and Windows