



TRAINING UNLEASHING YOUR POTENTIAL



Imsimbi Training proudly presents
Advanced End User Computing - 8 DAYS (Including FISA)

This Skills Programme SP-240203 – NQF level 5, worth 20 credits

Imsimbi Training is a fully accredited training provider with Level 1 BBBEE company with 51% black owned.



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COURSE OBJECTIVES

The purpose of the programme is to prepare learners to perform advanced end-user computing functions by creating and managing complex documents, spreadsheets, presentations, and databases; automating tasks; analysing data; improving productivity; solving workplace problems; and managing projects using digital technologies.

The Advanced programme focuses on business productivity, data analysis, automation, collaboration, reporting, and technology-enabled decision-making for modern organisations.

Entry Requirements

Prerequisite: SP-240202 Intermediate End User Computing (or equivalent computer literacy skills).

Target Group: office professionals, supervisors, administrators, entrepreneurs, and business support personnel who possess intermediate end-user computing skills and need advanced capabilities in document management, spreadsheet analysis, presentation development, automation, digital collaboration, and business reporting to improve organisational performance and support decision-making

COURSE OUTCOMES

By the end of the programme, learners will be able to:

- Create and edit complex business documents.
- Develop advanced spreadsheets for data analysis, reporting, and decision-making.
- Build professional presentations incorporating advanced features and data visualisation.
- Use software tools to automate routine tasks and improve efficiency.
- Analyse, manage, and communicate business information effectively.
- Apply digital collaboration, cybersecurity, and project management principles in the workplace.



COURSE OUTLINE

Advanced Digital Productivity and Information Management

1. Digital Transformation in the Workplace

- The modern digital workplace
- Business productivity tools
- Cloud computing fundamentals

2. Advanced File and Information Management

- Document version control
- Shared drives and cloud repositories
- Information governance

3. Cybersecurity and Data Protection

- Data privacy principles
- Secure document sharing
- Cybersecurity best practices

4. Practical Activities

- Configure cloud storage structures
- Implement document control procedures
- Conduct a cybersecurity awareness exercise

5. Assessment

- Digital workplace productivity exercise

Advanced Word Processing and Document Automation

1. Complex Document Creation

- Document templates
- Corporate branding
- Advanced page layouts



2. Automation Features

- Building reusable templates
- Quick Parts
- Fields and forms

3. Long Document Management

- Table of contents
- Cross-references
- Captions and indexing

4. Document Review and Collaboration

- Advanced Track Changes
- Shared document editing
- Approval workflows

5. Practical Activities

- Create a company policy manual
- Design a reusable corporate template
- Generate an automated table of contents

6. Assessment

- Advanced document development project

Advanced Spreadsheet Analysis and Automation

1. Advanced Formulae and Functions

- IF, Nested IF
- XLOOKUP/VLOOKUP
- INDEX and MATCH
- Logical functions

2. Data Analysis Tools

- PivotTables



- Pivot Charts
- Slicers

3. Spreadsheet Automation

- Macros (introduction)
- Templates
- Automated reporting

4. Data Validation and Integrity

- Validation rules
- Error checking
- Data auditing

5. Practical Activities

- Create an automated sales dashboard
- Build a financial analysis workbook
- Generate management reports

6. Assessment

- Business data analysis assignment

Business Intelligence and Reporting

1. Data Interpretation

- Trend analysis
- Comparative analysis
- Forecasting concepts

2. Dashboard Design

- KPIs and metrics
- Executive reporting
- Visual analytics

3. Reporting for Decision Making



- Report structures
- Data storytelling
- Executive summaries

4. Practical Activities

- Build a KPI dashboard
- Create interactive charts
- Produce a management report

5. Assessment

- Business reporting project

Advanced Presentations and Visual Communication

1. Strategic Presentation Design

- Audience-focused communication
- Executive presentations
- Storytelling with data

2. Advanced PowerPoint Features

- Slide Master
- Custom templates
- Multimedia integration

3. Data Visualisation

- Charts and dashboards
- Infographics
- SmartArt enhancements

4. Presentation Delivery Skills

- Managing questions
- Executive communication
- Persuasive presentations



5. Practical Activities

- Design a boardroom presentation
- Develop a data-driven presentation
- Deliver a professional presentation

6. Assessment

- Individual presentation evaluation

Digital Collaboration, Project Support and Problem Solving

1. Advanced Collaboration Tools

- Microsoft Teams
- SharePoint fundamentals
- Shared workspaces

2. Digital Project Management

- Task tracking
- Resource planning
- Documentation control

3. Problem Solving with Technology

- Identifying workplace challenges
- Selecting appropriate software solutions
- Productivity optimisation

4. Troubleshooting End-User Issues

- Common software errors
- User support techniques
- Escalation procedures

5. Practical Activities

- Manage a collaborative project
- Develop a project tracking workbook



- Resolve workplace technology scenarios

6. Assessment

- Digital collaboration project

Integrated Workplace Project and Final Assessment

1. Integrated Business Simulation

Learners complete a comprehensive workplace project requiring them to:

Phase 1: Research and Analysis

- Gather business information
- Analyse operational requirements

Phase 2: Document Creation

- Develop a professional business report
- Create supporting documentation

Phase 3: Spreadsheet Analysis

- Analyse business data
- Generate dashboards and reports

Phase 4: Presentation Development

- Prepare and deliver a management presentation

Phase 5: Collaboration and Communication

- Share project outputs electronically
- Apply professional communication standards

2. Final Assessment Components

1) Knowledge Assessment

- Advanced EUC concepts
- Digital business practices
- Information management

2) Practical Assessment



- Advanced Word Processing
- Spreadsheet Analysis
- Dashboard Development
- Business Presentation

3) Portfolio of Evidence

- Individual assignments
- Practical exercises
- Integrated workplace project

