



IMSIMBI

TRAINING

UNLEASHING YOUR POTENTIAL



Imsimbi Training proudly presents

Intermediate End User Computing – 6 Days **Microsoft Office 365 Suite – Word, Excel, PowerPoint** **and Outlook**

Imsimbi Training is a fully accredited training provider with QCTO
as well as a Level 1 Contributor BBBEE

This course is aligned to Skills Programme SP – 240202 NQF L 4 Worth 20 Credits



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COURSE OBJECTIVES

As technology continues to evolve, intermediate computer skills have become increasingly valuable across a wide range of industries. Building on foundational digital literacy, this programme equips learners with the knowledge and practical skills to use advanced features of common workplace applications to produce professional, accurate, and high-quality documents, spreadsheets, and presentations.

The programme focuses on improving productivity, efficiency, and the quality of work produced by enabling learners to use time-saving tools, advanced formatting techniques, and enhanced data management and presentation features. These competencies support individuals in performing more complex workplace tasks with confidence while contributing to improved organisational performance.

By developing intermediate end user computing skills, learners will be better prepared to participate effectively in the digital workplace, remain competitive in an increasingly technology-driven environment, and pursue further learning and career advancement. The programme also supports greater digital inclusion by empowering individuals to engage confidently with digital technologies and participate meaningfully in today's information and knowledge economy.

COURSE OUTCOMES

After completing this course, the learner, in accordance with professional standards of purpose, structure, and quality, will be able to:

- Create intermediate level Microsoft Word, word processing documents.
- Create intermediate level Microsoft Excel spreadsheets, input and analyse data, and use the spreadsheet to do detailed reporting.
- Create intermediate level Microsoft PowerPoint presentations.
- Utilise the intermediate features of the Microsoft Outlook and Gmail electronic mail applications.



COURSE OUTLINE

KM – 01 – KT01: Intermediate Features of Word Processing Applications.

- Manage, sort and customise lists by using bullets, numbering and multi-level lists.
- Create, customise and use Templates.
- Apply existing styles, create new styles.
- Apply, format and update quick styles.
- Use Quick Parts to create, insert and modify building blocks of a document.
- Edit text with multiple tools and features.
- View document statistics
- Change and save a document's theme.
- Organise information in columns by creating and formatting columns.
- Organise information in Tables by creating, adjusting, formatting and converting text and tables.

KM – 01 – KT 02: Intermediate Features of Spreadsheet Applications.

- Use shortcuts to work efficiently, accurately, and faster.
- Create a wide range of formulas in the proper way.
- Use a wide range of functions available in Excel to elevate and leverage formulas.
- Consolidate data using 3D formulas.
- Clean up data downloaded from other programs.
- Sort, filter and utilise subtotal functionality to initially analyse data.
- Use conditional formatting to enhance data analysis.
- Create charts and sparklines.

KM- 01 – KT03: Intermediate Features of Presentation Applications.

- Effectively use slide masters.
- Manipulate charts in presentations.
- Effectively use smart art functions.
- Integrate other applications into presentations.
- Apply appropriate graphic enhancements into presentations.
- Use animations and transition effects.
- Set up a slideshow effectively, incorporating multimedia into the presentation.



KM – 01 – KT 04: Intermediate Features of Electronic mail applications.

- Gain an overview of email and how it works.
- Understand and compare the different email clients such as Gmail, and Microsoft outlook.
- Reflect an understanding of the protocols for sending and receiving emails.
- Know the strategies for managing and organising emails.
- Apply best practises for composing and sending professional emails.
- Explore the advanced features of an email application.
- Understand the potential security risks associated with email, including phishing scams, malware, and spam.
- Discuss the evolution of email, including AI.

This programme will also cover the following practical modules:

900239-000-00-PM-01: Use Intermediate level Functionalities of Word processing, Spreadsheets and Presentation Applications.

PM – 01 – PS01: Create intermediate level Word Processing documents.

PM – 01 – PS02: Create and use intermediate level Spreadsheets.

PM – 01 – PS03: Design and develop intermediate level Presentations (Graphics and multimedia).

