STEP AHEAD FINANCIAL CONSULTANTS LIMITED
(SAFCO)

STEP AHEAD FINANCIAL
CONSULTANTS LIMITED
" Always One Step Ahead"

Microsoft
Partner

INVITATION TO ATTEND THE COMPUTER APPLICATIONS COURSE FOR ADULTS (WORD, EXCEL, POWERPOINT AND PRINTING)

This training program is designed for adults who wish to develop key skills in computer applications, with a focus on Microsoft Word, Excel, PowerPoint, and Printing. This hands-on course is structured to enhance proficiency in widely-used office applications.

Course Modules:

Module 1: Microsoft Word

1. Document Creation and Formatting

- Creating a new document from scratch or using pre-built templates.
- Using and modifying fonts, font sizes, and font colors.
- Adjusting paragraph alignment, line spacing, and indentation.
- Creating bulleted and numbered lists.
- Applying text effects like bold, italic, underline, and strikethrough.

2. Using Styles, Templates, and Formatting Tools

- Applying and modifying text styles for consistent formatting across headings, subheadings, and body text.
- Customizing and saving your own templates for specific document types.
- Utilizing the Format Painter to quickly copy and apply formatting.
- Managing themes and color schemes for document-wide uniformity.
- Understanding the difference between character styles and paragraph styles.

3. Inserting Tables, Images, and Hyperlinks

- Creating and formatting tables, including cell alignment and merging.
- Adding and resizing images, and positioning them with text wrapping options.
- Using SmartArt to create visual representations like diagrams and flowcharts.
- Inserting hyperlinks to external websites, internal document sections, or email addresses.
- Embedding multimedia files like videos or sound clips.

4. Page Layout and Document Review Features

- Adjusting page margins, orientation, and size for professional-looking documents.
- Using headers, footers, and page numbering to structure longer documents.
- Adding watermarks, borders, and background colors.
- Utilizing Word's review features like track changes, comments, and comparing document versions.
- Performing spell check, grammar check, and word count analysis.

Module 2: Microsoft Excel

Overview

- Understanding the structure of a spreadsheet: rows, columns, and cells.
- Identifying cell references (e.g., A1, B2).
- Navigating through the spreadsheet using keyboard shortcuts.
- Understanding the purpose of the ribbon and the menu options.
- Using the status bar to monitor selected cell information.

2. Data Entry, Formatting, and Basic Formulas

Data Entry

- Entering text, numbers, and dates into cells.
- Using Autofill to quickly fill in a series of data.

Formatting

- Formatting cells for better readability (e.g., font size, color, and style).
- Applying number formats (currency, percentage, etc.).

Basic Formulas

- Creating basic formulas using arithmetic operators (+, -, *, /).

3. Creating and Using Functions Like SUM, AVERAGE, COUNT

Functions Overview

- Understanding the difference between functions and formulas.
- Using the SUM function to calculate totals.
- Applying the AVERAGE function to find the mean of a range.
- Using the COUNT function to count numeric entries in a range.
- Exploring the AutoSum feature for quick calculations.

4. Data Management: Sorting and Filtering

Sorting

- Sorting data in ascending or descending order.

Filtering

- Filtering data to display only the information you need.
- Using the Sort & Filter tools to organize your data effectively.
- Understanding the importance of data consistency for sorting and filtering.

5. Generating Charts and Graphs for Data Analysis

Chart Creation

- Creating different types of charts (bar, line, pie) to visualize data.
- Understanding chart elements (titles, legends, labels).
- Customizing charts for better presentation (colors, styles, and formats).
- Using Sparklines to show trends in a small space.
- Interpreting charts and graphs to make informed decisions.

6. Basic Formatting Techniques

Formatting Techniques

- Using borders and shading to enhance cell visibility.
- Aligning text within cells for better presentation.
- Using conditional formatting to highlight specific data points.
- Creating headers and footers for printed documents.
- Using themes and styles to apply consistent formatting.

7. Printing and Page Setup

Print Settings

- Setting print areas to print specific sections of your spreadsheet.
- Adjusting page orientation (portrait vs. landscape).
- Previewing documents before printing to check layout.
- Configuring page settings for optimal printing.

8. Saving and Sharing Workbooks

Saving and Sharing

- Saving workbooks in different formats (XLSX, PDF).
- Using OneDrive to save and share files online.
- Understanding file versions and recovery options.
- Collaborating with others through shared workbooks.

Module 4: Printing and Document Management

- Setting up printers and managing print jobs.
- Understanding print settings and previews.
- Scanning and photocopying documents.
- Basic document binding and storage methods.

Assessment:

- Practical exercises and quizzes to reinforce learning.
- Final project: creating a presentation using Microsoft Word, Excel charts, and PowerPoint slides.

Fees and Payment Method:

TZS 200,000/= per person. Payments can be made through bank deposit to the following details:

A/C NAME: STEP AHEAD FINANCIAL CONS
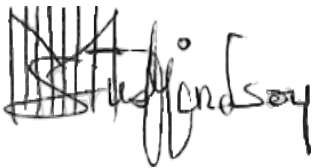
BANK NAME: CRDB BANK

ACCOUNT NUMBER: 015C448187900

Confirmation:

To confirm your attendance or for any inquiries, please call +255 713 388 317 or email us at info@safco.co.tz.

We look forward to your participation in this comprehensive training program, which will empower you with essential computer skills for the modern workplace.

Sincerely,

Yustino Nyendeza

Step Ahead Financial Consultants Limited (SAFCO)

Training Director

Tel. No. 0713 388 317