

Microsoft 365 Essentials

TYPE: Short Learning Programme **MODE:** Online **PRICE:** R2500

Course Description

This course equips learners with practical skills in Microsoft Word, Excel, and PowerPoint—three essential applications used in today's workplaces, education, and business.

Learners will gain the confidence to create professional documents, analyse data effectively, and design engaging presentations while building a strong foundation in digital productivity.

Whether entering the workforce, improving digital literacy, or enhancing workplace efficiency, these skills can be applied immediately.

What You Will Learn

By completing this course, you will be able to:

- Use Microsoft Word to create, format, edit, and share professional documents such as letters, reports, and summaries
- Apply styles, formatting tools, and layout features to improve document appearance and readability
- Create and manage Microsoft Excel spreadsheets
- Use basic formulas and functions to perform calculations
- Organise, analyse, and visualise data using tables and charts
- Design clear and engaging Microsoft PowerPoint presentations
- Insert and format text, images, and graphics
- Apply transitions and animations to enhance presentations
- Improve overall productivity using core Microsoft Office tools

Course Content

- Introduction to Microsoft Office productivity tools
- Microsoft Word: Document creation and formatting
- Microsoft Word: Styles, layouts, and document sharing
- Microsoft Excel: Spreadsheet basics
- Microsoft Excel: Formulas, functions, and charts
- Microsoft Excel: Data organisation and analysis
- Microsoft PowerPoint: Presentation design fundamentals
- Microsoft PowerPoint: Visual enhancements and delivery

Who Should Enrol

- Job seekers and entry-level employees
- Students and learners preparing for the workplace
- Office administrators and support staff
- Small business owners
- Anyone wanting to improve their Microsoft Office skills and workplace productivity
- No prior experience with Microsoft Office is required

Course Completion

To complete this course, learners must participate in all learning activities and complete the short assessment. Upon completion, learners will receive a Certificate of Completion and Badge.

Contact Us

☎ 031 109 6651

☎ 068 429 1821

📧 @vital.college

www.vitalonline.co.za