

Microsoft 365 Essentials



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

Course Description

This course equips learners with practical, job-ready skills in Microsoft Word, Excel, and PowerPoint, three of the most essential applications used in modern workplaces, education, and business environments.

Learners will gain the confidence to create professional documents, manage and analyse data effectively, and design engaging presentations that clearly communicate ideas. The course is designed to build a strong foundation in productivity tools that enhance efficiency, accuracy, and professional presentation.

Whether you are preparing to enter the workplace, improving your digital literacy, or aiming to boost productivity in your current role, this course provides essential skills that can be applied immediately.

What You Will Learn

By completing this course, learners 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.

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