The Knowledge Network® Integrated Courses using MS Office are designed for those who want to learn how to use a computer as a personal productivity tool and communication tool.

The courses are outcomes-based, project- and goal oriented. No one topic is covered in isolation and all topics are covered in relation to their function in a particular project. The ILAMM® (Integrated Learning and Mentoring Methodology) is used during all courses. Learning is active. Theoretical content is learned while practically completing projects. All projects are covered from A-Z from creating a folder for the project to solving problems when printing the project, to completing folder and file maintenance.

Who should attend the integrated courses using MS Office?

Those in business who want to gain skills and experience in creating business applications quickly and easily. The courses focus on what you need to know to complete a particular application and providing you with the coping skills you need to be able to use what you have learned in other software and application.

There are no examinations for the courses. 100% attendance is required for the Computer for Beginners course, and 80% attendance is required for the MS Office Integrated courses in order to obtain a Knowledge Network Certificate of Successful Completion.

How to select the right course - Computers for Beginners, MS Office Intermediate or MS Office Advanced.

The MS Office Intermediate course is for those who have a good working knowledge of MS Office (MS Word, MS Excel and MS PowerPoint). The MS Office Advanced Level course follows on from the MS Office Intermediate course. You would need to have attended the MS Office Intermediate Level course or have the equivalent knowledge and experience. The pace of the advanced level course is fast.

Examine the course outlines for the three courses and select the course that will best suit your needs and level of experience.

Integrated Computing
Computers for Beginners

The course starts at the beginning and moves at a pace that suits you. By the end of the course, you will know how to use Windows, how to control your work, use popular software, print and help yourself when you encounter a problem.

Who should attend?

The course is for those who are new to computers, or for those who have limited exposure to computers, Windows and the MS Office environment. Windows, MS Office (MS Word, MS Excel, and PS PowerPoint) and the electronic research tools such as the Internet are used during the course.

Course outline
- The Windows Desktop environment
- Windows options and accessories
- Introduction to MS PowerPoint for business presentations
- Use clipart libraries
- Work with graphics
- Use MS Word for correspondence
- Use MS Excel - design a spreadsheet and build formulas used in common applications such as price lists and budgets
- Copy and paste text and graphics between applications
- Create new folders and save information to different folders
- Print and print options - page orientation, margins, print previews,
- Correction and final printing
- Print in colour and black and white
- Save information to a local drive and to a network drive
- Retrieve information from a local drive and from a network drive
- An introduction to the Internet and email

Course starting dates and fees
Starting Date:

Duration:	4 Days
Course Times:	9h00 - 13h00
Price:	R1,265.00

Integrated Computing
- Using MS Office Intermediate Level

Who should attend?

This course is designed for business men and women who need to use office tools to do their jobs, use the computer as a personal productivity tool and use e-mail to communicate with colleagues and clients.

Windows, MS Office (Word, Excel, PowerPoint), Internet, Internet Explorer and Outlook are covered during the course.

The course is focused and project-based. Projects include business presentations, quotes, proposals, a variety of different spreadsheet applications and graphs.

Course Outline

- Network handling
- Windows environment and navigation
- On-line and onscreen help facilities
- Managing files and folders
- Using PowerPoint templates
- Creating business presentations using auto-layouts
- Using and editing clipart from clipart libraries
- Editing master slides
- Setting object action and animation properties
- Preparing slide shows
- Using MS Excel for standard business applications
- Creating and editing charts
- Using relative and absolute cell referencing
- Using MS Word for standard business correspondence
- Working with tabs and tables
- MS Outlook for email sending and receiving internal and external email
- Managing mail and attachments
- Using Internet and Internet search engines
- Scanning and photo-editing
- Printer troubleshooting

Course starting dates and fees
Starting Date:

Duration:	5 Days
Course Times:	9h00 - 13h00
Price:	R1,640.00

Integrated Computing
- Using MS Office Advanced Level

The MS Office Advanced Level course follows on from the intermediate level course and covers the outline of the intermediate course in greater depth and includes:

- 3D Spreadsheeting
- Object linking and embedding
- Creating and editing styles
- Mail-merging
- Scanning and photo-editing on an advanced level
- Pack and go in PowerPoint
- Creating HTML versions of documents and presentations

Course starting dates and fees
Starting Date:

Duration:	5 Weeks
Course Times:	18h30 - 20h30
Price:	R1,640.00

How to register
Complete the registration form and fax it to Knowledge Network® on +27 11 803 9117

How to pay
Payment is accepted by cash, cheque or bank deposit. Payment is required before the course starting date. If by bank deposit, the details of the deposit must be faxed or e-mailed to Knowledge Network® on +27 11 803 9117.

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Knowledge Network®