

## **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.

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## 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

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## 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:

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**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**

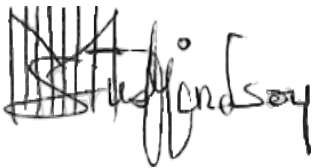
**ACCOUNT NUMBER: 015C448187900**

**Confirmation:**

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

A handwritten signature in black ink, appearing to read 'Yustino Nyendeza', with a stylized initial 'Y'.

Yustino Nyendeza

Step Ahead Financial Consultants Limited (SAFCO)

Training Director

Tel. No. 0713 388 317