Intermediate Computer Applications
Course Outline

In today's day and age, the need for computer skills has become invaluable. It is becoming increasingly difficult to think of jobs that do not require a computer of some sort (whether it be a desktop, laptop, tablet or smartphone) for at least part of the employee's working day, if not for sole use all day every day. This usage spans almost all industries, for example, agriculture, production, manufacture, engineering, commerce, architecture, sciences, the arts and cinematography, distribution and transportation, medicine, retail and marketing and many more.

The work generated on a computer is not only limited to the business sector; we use it in our personal capacity too. Whether you are writing an email or letter browsing the web, updating your Curriculum Vitae, budgeting your monthly expenses or planning a speech at a friend's upcoming wedding, you would most likely be working on one of the Microsoft packages, such as Word, Excel, PowerPoint, Access and Outlook. The dependence and reliance of human beings on computers are undeniable and cannot be diminished or ignored. In fact, computers are replacing entire jobs altogether and anyone without proficient computer literacy remains disadvantaged to compete in the job selection. The ease of use, accuracy and speed these programmes offer are reliable and cost-effective and can easily make the difference in a business remaining competitive.

The Intermediate Computer Applications course and its modules builds on the KTI Introduction to Basic Computers and is designed to take participants to the next level of the computer applications that are the modules for this course.

This course can be offered in the following manner and is dependent on the versions of Microsoft Office that are used by the Client or Participants.
The Modules below are offered individually over a two-day period.

Word 2016: Part 2 or Word 365: Part 2
Module Objectives

This module is designed to help users who are familiar with Word's basic features take their skills to the next level. The topics covered include:
- Working with Tables and Charts in Word 2016 or Word 365.
- Customising Formats Using Styles and Themes in Word 2016 or Word 365.
- Using Images in a Document in Word 2016 or Word 365.
- Creating Custom Graphic Elements in Word 2016 or Word 365.
- Inserting Content Using Quick Parts in Word 2016 or Word 365.
- Controlling Text Flow in Word 2016 or Word 365.
- Using Templates in Word 2016 or Word 365.
- Using Mail Merge in Word 2016 or Word 365.

Outlook 2016: Part 2 or Outlook 365: Part 2
Module Objectives

This course is aimed at all users of Microsoft Outlook 2016 or Outlook 365, Microsoft's powerful information management program. It will help users get up to speed on the various features and become familiar with its more advanced options. Topics covered include:
- Configuring Advanced Message Options in Outlook 2016 or Outlook 365.
- Advanced Message Management in Outlook 2016 or Outlook 365.
- Advanced Calendar and Task Management in Outlook 2016 or Outlook 365.
- Advanced Contact Management in Outlook 2016 or Outlook 365.
- Sharing Workspaces with Others using Outlook 2016 or Outlook 365.
- Managing Outlook Data Files in Outlook 2016 or Outlook 365.
- Managing E-mail Security in Outlook 2016 or Outlook 365.

PowerPoint 2016: Part 2 or PowerPoint 365: Part 2
Module Objectives

This module is intended to help all users get up to speed on many of the different PowerPoint features and become familiar with its more advanced selection of features. Topics covered include:
- Modifying the PowerPoint Environment in PowerPoint 2016 or PowerPoint 365.
- Customizing Design Templates in PowerPoint 2016 or PowerPoint 365.
- Adding SmartArt to a Presentation in PowerPoint 2026 or PowerPoint 365.
- Working with Media and Animations within PowerPoint 2016 or PowerPoint 365.
- Collaborating on a Presentation with PowerPoint 2016 or PowerPoint 365.
- Customizing a Slide Show in PowerPoint 2016 or PowerPoint 365.
- Securing and Distributing a Presentation using PowerPoint 2016 or PowerPoint 365.

Excel 2016: Part 2 or Excel 365: Part 2
Module Objectives

This module is intended to help all users get up to speed on the different features of Excel and to become familiar with its more advanced selection of features. Topics covered include:
- Creating Advanced Formulas in Excel 2016 or Excel 365.
- Analyzing Data with Logical and Lookup Functions in Excel 2016 or Excel 365.
- Organizing and Analyzing Datasets and Tables in Excel 2016 or Excel 365.
- Visualizing Data with Charts using Excel 2016 or Excel 365.
- Analyzing Data with PivotTables, Slicers, and PivotCharts in Excel 2016 or Excel 365.
- Inserting Graphics in Excel 2016 or Excel 365.
- Enhancing Workbooks within Excel 2016 or Excel 365.

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