



# HCT

Progressive, Innovative & Interactive Training



**Hughes Consultancy & Training**  
Unit 2, Purcellsinch Business Park  
Dublin Road  
Kilkenny

Tel: +353 (0)56 777 0761  
Email: [info@hctlearning.ie](mailto:info@hctlearning.ie)  
Web: [www.hctlearning.ie](http://www.hctlearning.ie)



## Programme Details

|   |   |
|---|---|
| <b>Programme Title</b>                                    | Microsoft Office Training   |
| <b>Duration</b>   | 4 Days  |
| <b>Accreditation</b>                                      | Certificate of Attendance   |
| <b>Number of Learners on programme</b>                    | 16  |
| <b>Specific Entry/Access and Exemptions Requirements:</b> | No Entry Requirements required for this programme                               |
| <b>Who should attend this course:</b>                     | People looking to improve their skills at computers and the ability to use them |

## Microsoft Office Training

**Programme Aim:** To provide learners with the opportunity to develop the knowledge, skills and competencies necessary to work with and use Microsoft Office Software. This programme will enable learners to become proficient with using Microsoft Word, Excel, PowerPoint and Outlook and be able to use their skills on a daily basis.

### Participants of this programme will:

- Create, draft, edit and save a document
- Merge cells and use formulas
- Create, edit and send an email, an invite and diary entry
- Prepare a slideshow using slides of various layouts, fonts and backgrounds
- Move slides, add new ones, and alter composition
- Preparing and editing data charts
- Printing layouts and options
- Explain the toolbar icons and related functions associated with their application and use
- Keyboard Shortcuts and Terminology
- How to protect documents and track changes

### Programme Content

- Introduction to Word
- Introduction to Excel
- Introduction to PowerPoint
- Introduction to Outlook

|   |   |
|---|---|
| <b>Delivery Method</b>                    | Buzz Groups, Experiential Learning, Self Directed Learning, Learner Centred   |
| <b>Certification Required</b>             | Learners will be required to demonstrate their understanding of the content of the programme through a range of tasks including role play, exams and practical assessments  |
| <b>Certification</b>                      | On Completion participants will receive a Certificate of Attendance   |
| <b>Progression Route</b>                  | FETAC Level 3 Computer Literacy FETAC 3   |
| <b>Specific Support Available</b>         | A range of accommodations and supports are possible according to specific needs. This programme comes with a very comprehensive manual as an excellent source of reference after the programme. HCT are committed to providing support to learners where/when it is required. In all cases, participants will have to complete a reasonable accommodation request, for more information.                            |
| <b>Trainers</b>                           | Our trainers that deliver this programme consists of industry professionals with a passion for training, this experience provides them with up to date industry practices, which is energetically delivered to learners.  |
| <b>Required fluency in generic skills</b> | Generally learners engaging in learning activities are ready to take on a new task in a personal capacity or role. Learners can follow direction and are moving towards independent learning, Learners will have the ability to read basic short text in a non-supported environment and will be able to make sense of quantitative information within a familiar setting or unfamiliar task in a familiar setting. |

# Microsoft Office Training Certification of Attendance