



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

Microsoft 365 Training — Course Overview

Staff use Word, Outlook and PowerPoint every day. Why does simple office work still take so long?

Word, PowerPoint, Outlook and Microsoft 365 collaboration

Courses: One day each | **Delivery:** Onsite or virtual | **Levels:** Basic to Advanced

The business problem

Most employees taught themselves Microsoft 365. Documents are formatted by hand, standard letters are typed one at a time, inboxes overflow, presentations take hours and files are scattered across email, OneDrive and Teams.

Using the applications every day is not the same as using them efficiently.

You need this course if...

- Documents look different every time and take too long
- Standard letters and labels are produced one by one
- Several reviewers edit the same document and changes get lost
- Presentations take hours and do not get the message across
- Inboxes and calendars run the day

How this course solves it

College Africa Group offers practical one-day courses for each application and level. Organisations can choose a single course, train different groups at different levels, or combine applications into one corporate programme using their own templates and documents.

Who should attend?

- Administrators, personal assistants and office staff
- Finance, HR, sales and operations teams
- Managers who prepare reports, presentations and correspondence

The courses

Microsoft Word Basic (one day)

Create, edit, format, proof and print letters, memos and simple reports properly.

- **Fixes:** inconsistent, slow, hand-formatted documents

Microsoft Word Intermediate (one day)

Longer documents, page flow, headers and footers, multilevel lists, templates, mail merge, comments and tracked changes.

- **Fixes:** unwieldy reports, one-by-one letters and lost review comments

Microsoft Word Advanced (one day)

Graphics and SmartArt, collaboration with multiple reviewers, captions, cross-references and citations, document security, forms and macros.

- **Fixes:** uncontrolled policies, formal reports and forms

Microsoft PowerPoint Basic (one day)

Create and edit presentations, slide layouts, notes and handouts, drawing objects, images and running a slide show.

- **Fixes:** slow, crowded presentations
- Advanced or comprehensive PowerPoint can be designed as a bespoke programme

Microsoft Outlook Basic (one day)

The Inbox, composing and replying, folders, contacts, calendar appointments and tasks.

- **Fixes:** overflowing inboxes and missed appointments
- Comprehensive Outlook can be designed as a bespoke programme

Microsoft 365 collaboration (optional add-on)

Can be added to a corporate programme:

- Microsoft Teams: meetings, chat, channels, shared files and meeting actions
- OneDrive and SharePoint: storage, sharing, permissions and version history
- Forms, Lists and Loop: collecting information, tracking work and shared content

Related training

Excel training runs from Excel Basic to Advanced Excel and Excel for Analysts. Microsoft Planner, Microsoft Copilot and AI in the Workplace training are also available.

After the course

Each course includes:

- Practical exercises on real workplace documents and tasks
- A course manual or training material
- An electronic attendance certificate

Training format

Duration: One day per course

Delivery: Onsite anywhere in South Africa or live virtually through Microsoft Teams or Zoom

Platform: Microsoft 365 for Windows

Tailoring: Corporate programmes can use your own templates, department examples and anonymised documents

Detailed course outlines

Word Basic

Full course outline. [View course](#)

Word Intermediate

Full course outline. [View course](#)

Word Advanced

Full course outline. [View course](#)

PowerPoint Basic

Full course outline. [View course](#)

Outlook Basic

Full course outline. [View course](#)

Next step

To book this course for your team, or to discuss a version tailored to your organisation, contact Arnold Muscat on 083 778 4903 or sales@collegeafricagroup.com.

Course page: collegeafricagroup.com/microsoft-office | [What our clients say about us](#)

Regards

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