



IT

MASTER CLASS



ADVANCED END USER COMPUTING

240203



010 085 0918



www.zoneups.com



405 Cliff Ave, Waterkloofridge, Pretoria



BOOK NOW



2 Day Course



Classroom



Certificate of Attendance

ABOUT THE COURSE

The ADVANCED END USER COMPUTING programme is designed to equip learners with high-level digital skills in word processing, spreadsheets, and presentation applications. This course addresses the growing demand for advanced digital literacy and problem-solving skills required in modern workplaces and industries.

As organisations increasingly rely on digital technologies for communication, collaboration, and data management, this programme enables learners to work more efficiently, accurately, and productively. Participants will gain the ability to handle complex computing tasks, analyse data, and create professional documents and presentations.

The course also enhances critical thinking, analytical ability, and communication skills, allowing learners to solve real-world problems and improve workflow processes. By the end of the programme, learners will be able to use advanced software tools to automate tasks, manage information effectively, and contribute to improved business performance and innovation.



Target Audience

- **Beginners**
- **Students**
- **Designers**
- **Developers**
- **Creatives**
- **Entrepreneurs**
- **Professionals**
- **Innovators**
- **Learners**
- **Graduates**

PRICE

CLASSROOM: Request a Quote

Includes snacks and beverages –
only applicable to classroom
bookings)

WHAT WILL YOU LEARN ON DAY 1

SMART ZONE

Advanced Spreadsheets

- Data analysis and manipulation
- Using formulas and functions
- Creating reports and dashboards

Presentation Development

- Designing professional presentations
- Integrating data and visuals
- Delivering impactful presentations

Automation & Integration

- Automating repetitive tasks
- Integrating different software tools
- Improving workflow efficiency

Productivity & Collaboration

- Enhancing workplace productivity
- Managing projects digitally
- Collaborating effectively in teams

WHAT YOU WILL LEARN ON DAY 2

SMART ZONE

Advanced Word Processing

- Creating complex professional documents
- Formatting, styles, and document structuring
- Working with templates and automation tools

Core Computing Concepts

- Understanding advanced computing applications
- Managing digital files and workflows
- Applying productivity tools effectively

Data Handling & Communication

- Managing and organising information
- Improving digital communication skills
- Using email and collaboration tools

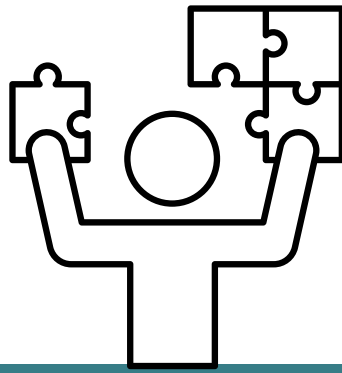
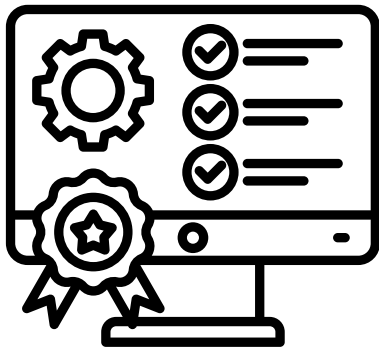
Problem-Solving with Digital Tools

- Applying analytical thinking
- Solving workplace challenges using software
- Improving efficiency and accuracy

FEATURES OF THIS COURSE

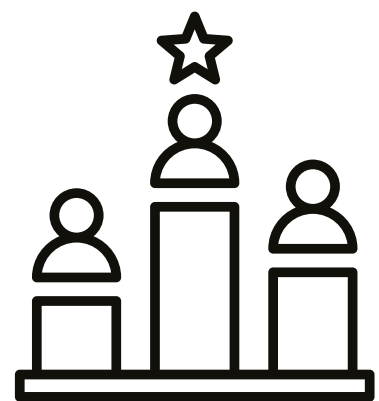
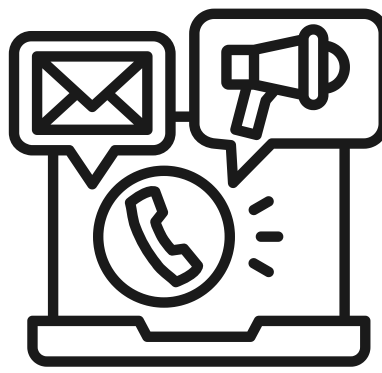
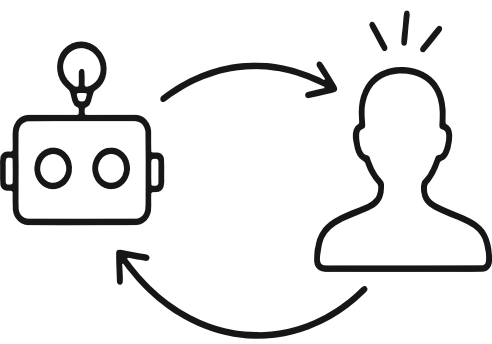
SMART ZONE

- Advanced training in Word, Excel, and PowerPoint
- Focus on real-world workplace applications
- Enhances productivity and efficiency
- Develops analytical and problem-solving skills
- Hands-on practical learning approach
- Improves digital communication and collaboration
- Industry-aligned digital skills



BENEFITS OF THIS SHORT COURSE

- Increased productivity and work efficiency
- Strong digital and technical skills
- Improved employability and career growth
- Ability to manage complex tasks and data
- Improves digital communication and collaboration
- Competitive advantage in the job market





SIGN UP NOW

SIGN UP NOW AND SECURE YOUR PLACE

1. Register Online- www.zoneups.com
2. Select the training you prefer and the date you would like to attend.
3. Fill in the registration form.
4. Choose your payment method and finalize the booking.

Request a Quotation

Accreditation



*South African
Institute Of
Occupational Safety
And Health*



Services SETA



Fasset

Make the future count



ETDP-SETA



QCTO