



IT

# MASTER CLASS



## BASIC END USER COMPUTING (EUC)

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240201





**BOOK NOW**



**2 Day Course**



**Classroom & Online Training**



**Certificate of Attendance**

## **ABOUT THE COURSE**

The BASIC END USER COMPUTING (EUC) course is designed to equip learners with fundamental digital skills required to function effectively in modern workplaces and everyday environments. In today's technology-driven world, the ability to confidently use computers and digital tools is essential for productivity, communication, and career growth.

This programme provides a solid foundation in the safe and efficient use of computing devices, including understanding how computers operate, managing files, and interacting with different software applications. Learners will gain practical, hands-on experience in key applications such as word processing, spreadsheets, and presentation software, enabling them to create professional documents, analyse data, and deliver impactful presentations.

In addition, the course covers essential digital communication skills, including email usage and internet navigation, with a strong emphasis on online safety, data protection, and ethical use of technology. Learners will also develop problem-solving abilities and learn best practices for maintaining and optimizing computer systems.



### **Target Audience**

- crowd
- spectators
- viewers
- listeners
- attendees
- public assembly

## **PRICE**

**CLASSROOM:** Request a Quote

**ONLINE:** Request a Quote  
Includes snacks and beverages –  
only applicable to classroom  
bookings)

# DAY ONE

## OVERVIEW

SMART ZONE

### **Introduction to Computers**

- Types of computing devices (desktops, laptops, networks)
- Basic components of a computer (hardware & software)

### **Operating Systems & Navigation**

- Understanding operating systems (Windows, etc.)
- Navigating the desktop, files, and folders
- Opening, saving, and managing files

### **Computer Safety & Best Practices Safe**

- handling of devices
- Basic troubleshooting
- Understanding data protection and privacy

### **File Management**

- Creating, saving, and organizing files and folders
- Using storage devices (USB, cloud storage)

### **Internet & Digital Communication Basics Using**

- Web browsers
- Searching for information online
- Introduction to email (sending, receiving, attachments)
- Online safety (passwords, phishing awareness)

# DAY TWO

## OVERVIEW

### SMART ZONE

#### **Word Processing Microsoft Word or similar Creating**

- Creating and formatting documents
- Editing text, fonts, and layout
- Inserting images, tables, headers, and footers
- Saving and printing documents

#### **Spreadsheets (Microsoft Excel or similar)**

- Creating spreadsheets and entering data
- Basic formulas (SUM, AVERAGE, etc.)
- Formatting cells and data
- Creating simple charts and reports

#### **Presentations (PowerPoint or similar)**

- Creating slides and layouts
- Adding text, images, and design elements
- Using transitions and animations
- Delivering presentations

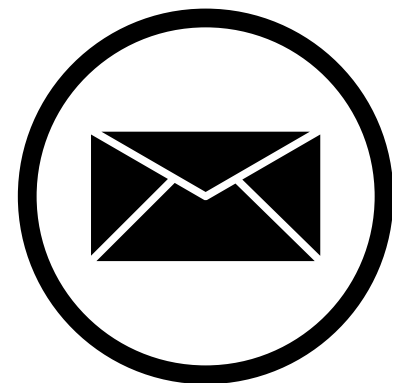
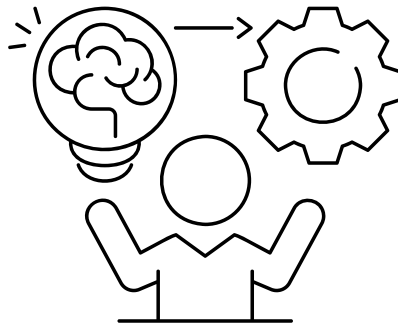
#### **Email & Digital Communication Writing professional emails**

- Using subject lines and attachments
- Email etiquette and communication skills
- Productivity & Workplace Skills Organizing digital work
- Working efficiently with multiple applications
- Introduction to real workplace tasks

# FEATURES OF THIS COURSE

## SMART ZONE

- Hands-on practical training
- Real workplace scenarios
- Hands-on practical training
- Covers Word, Excel, PowerPoint, and Email
- Focus on digital safety and efficiency



# BENEFITS OF THIS SHORT COURSE

- Improves employability and workplace readiness
- Builds essential digital literacy skills
- Enables effective communication and productivity
- Prepares learners for roles such as:
- Administrative Assistant
- Data Capturer
- Customer Service Representative
- Virtual Assistant





**SIGN UP NOW**

## **SIGN UP NOW AND SECURE YOUR PLACE**

1. Register Online- [www.zoneups.com](http://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*