

Basic Skills in Microsoft 365 for Digital Learners

Gauteng

Dear Student

We are excited to invite you to a workshop series on Microsoft 365.

By gaining a deeper understanding of Microsoft 365 productivity apps, you will be able to excel in your studies, and you can showcase your skills and knowledge on your CV, making you stand out to potential employers. Microsoft 365 apps are widely used in online learning, and gaining proficiency in them can assist you in becoming a successful online learner and open doors to new opportunities.

The workshop series will take place over 5 days, face-to-face and online.

What you will learn

SESSION 01

Understanding Basic Digital Literacy

- Digital Citizenship
- •Introduction to MS Teams and Learn
- •Getting Microsoft 365 apps

SESSION 02

Discovering Microsoft 365 Productivity and Collaboration Apps

- •Office 365 productivity apps
- •Enrich learning with OneNote and Edge
- •Collaborate online

SESSION 03

Exploring more accessible learning tools to make your student journey easier

- •Advanced productivity features
- Accessibility featuresThe inclusive classroom

Click here for more information on the learning path

Orientation

Date and Time 25 February 2023 at 09h00

Online Join Link Click her to join

Workshops

Dates and Locations: 27 February to 03 March – Sunnyside Campus

06 to 10 March – Johannesburg Centre 13 to 17 March – Florida Campus 20 to 24 March – Vaal Centre 27 to 31 March – Ekurhuleni Centre

Online Platform: Microsoft Teams

Time: 08h30 to 13h00

Click on the button or link below to RSVP

Click to RSVP

Or visit https://forms.office.com/r/7MaiSmDBJx













