

Microsoft Office

Office Administration

Course Overview

Microsoft Office: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live online.

What You Will Achieve

- Explain the core principles and current good practice in Microsoft Office
- Apply practical tools and techniques for Microsoft Office in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Microsoft Office in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Executive assistants, office managers, administrators, coordinators and support professionals who keep organisations running.

Course Outline

1. Foundations of Microsoft Office: principles, terminology and context
2. The business case: why Microsoft Office matters to performance
3. Core tools, frameworks and methods
4. Applying the tools: guided case study and exercises
5. Common pitfalls and how experienced practitioners avoid them
6. Working with stakeholders: communication and influence
7. Measuring results and continuous improvement
8. Personal action planning and course review

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
21 to 25 Sep 2026	Pretoria	\$1,650
5 to 9 Oct 2026	Harare	\$1,450
19 to 23 Oct 2026	Cairo	\$1,395
26 to 30 Oct 2026	Windhoek	\$1,550
9 to 13 Nov 2026	Dar es Salaam	\$1,550
23 to 27 Nov 2026	Gaborone	\$1,550
7 to 11 Dec 2026	Kigali	\$1,650

LTC Consultants

Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa
+27 68 403 2806 | info@ltcconsultants.net | ltcconsultant.co.za

Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.