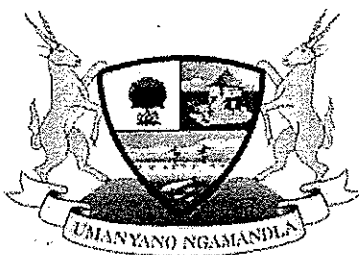


# Mbizana Local Municipality

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Bizana



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Manager  
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## TERM OF REFERENCE

### 1. Purpose of the project

To ensure that all 62 Councillors and 12 Traditional Leaders are well equipped with the computer skills as the Municipality is moving away from using a lot of paper to paperless.

### 2. Program objectives

To equip the members with the use of computer programs like Microsoft office, use of Emails, use of internet, etc.

### 3. The Course will cover in detail:-

- **WINDOWS ENVIRONMENT:** Understanding the windows environment and layout.
  - Creating documents in windows
  - Organizing files
  - Communicating with windows Messenger
  - Creating an efficient work environment
  - Researching and using Windows Media Player
  - Cleaning up your system
  - Finding information on the Internet
- **WORD:** Microsoft's flagship word processor includes formatting, page layout, editing and other advanced tools.
  - The MS Word environment : help, save, enter text, review document, print
  - Editing documents
  - Formatting text, paragraphs
  - Proof-reading
  - Adding tables
  - Inserting graphs
  - Page appearance
- **EXCEL:** Create professional spreadsheets for data analysis and budgets.
  - An overview of Excel
  - Modifying a worksheet
  - Performing calculations
  - Formatting a worksheet
  - Developing a worksheet

- Developing a workbook
- Printing a workbook's contents
- Customizing layout
- **OUTLOOK:** Email and calendar software relief upon by many modern offices.
  - Getting started with outlook 2010
  - Composing Email Messages
  - Sending and Receiving Email messages
  - Managing contracts
  - Scheduling Appointments Using Outlook
  - Scheduling Meetings
  - Managing Tasks, Notes, and Journal Entries.
- **POWERPOINT:** Use for presentations and training sessions, PowerPoint is often essential for training and human resources professionals.
  - Creating a custom designed template
  - Adding organizational charts and diagrams
  - Adding special effects
  - Creating an internet presentation
  - Collaborating in Power-Point
  - Setting password protection.

#### 4. DURATION OF THE TRAINING PROGRAMME

The training is earmarked to run for five (05) days but on the first day there will be MPAC Induction session by SALGA for three hours and proceed with the computer training.

#### 5. FINANCIAL IMPLICATIONS

The ideal venue that will be suitable for this training will be hired with tables and chairs for 78 people. Facilitation will be paid from Training and Development Budget vote. The catering will provided by another service provider to serve tea, lunch during lunch time and afternoon tea with 2 bottles of mineral water per person per day. The stationery is from the appointed facilitator.

  
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 Ms. N.S. RABIE  
 ACTING SENIOR MANAGER CORPORATE SERVICES