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## SHORT COURSES - In Computer Applications

**ADVANCED PROGRAMS– For Participants with good Basic skills in Computing.**

It comprises of 9 Practical vs Theory sessions of 2 hours each.  
Please See course content from Inside of this brochure

**Saturdays: 9am to 11am or 1pm to 3pm**  
**During the week sessions (Monday to Friday)**  
**-upon request**

## **TOPIC 1: PRESENTATION-MS POWERPOINT**

- ⇒ Introduction & Applicability in the catering career
- ⇒ Launching
- ⇒ Layout of the application
- ⇒ Creating a blank presentation
- ⇒ Creating and adding slides
- ⇒ Applying different design slides

### **PRESENTATION Continued...**

- ⇒ Setting up slide items
- ⇒ Creating organization charts
- ⇒ Editing and formatting
- ⇒ Animating slide text and objects
- ⇒ Setting slide transitions
- ⇒ Creating timings and slide shows
- ⇒ Tips for an effective Presentation

## **TOPIC 2: SPREADSHEETS -(MICROSOFT EXCEL)**

- ⇒ Introduction to spreadsheets
- ⇒ Application in the catering Industry & Else
- ⇒ Launching the application & Parts of Ms Excel (screen layout)
- ⇒ Creating workbooks/worksheets (using blank & templates)
- ⇒ Saving and retrieving workbooks

### **EXCEL Continued part 2....**

- ⇒ Understanding Terminologies
- ⇒ Excel data types
- ⇒ Formatting and editing worksheets
- ⇒ Formulae & Functions
- ⇒ Worksheet data management (sorting, filtering & charts)
- ⇒ Printing procedure in Ms excel

- ⇒ Recipe sheet preparations
- ⇒ Recipe sheet preparation and creating extensions
- ⇒ Recipe costing
- ⇒ Establishing selling prices

## **TOPIC 3: DESKTOP PUBLISHING-MS PUBLISHER or ADOBE PAGEMAKER/ILLUSTRATOR**

- ⇒ Introduction
- ⇒ Applicability
- ⇒ Designing a new publication & Layout of the application
- ⇒ Formatting text & graphical objects-grouping & ungrouping objects, rotating,Laying objects etc
- ⇒ Page formatting (margins, inserting pages,)

- Practical Individual Menu design

## **TOPIC 4: INTERNET & EMAIL**

- ⇒ Introduction & Applicability
- ⇒ Composing Emails procedure,
- ⇒ Attaching & sending documents,
- ⇒ Receiving, Downloading & Saving in a computer or other storage media
- ⇒ Other Internet services
  - ◆ Research on the internet & Emerging trends
- ⇒ Saving data on the internet(Google drive & Backing up data)
- ⇒ Contacts management

**END**