MICROSOFT OFFICE PACKAGE

COURSE INFO
[5-10 DAYS/10 HOURS]

Introduction to MS Office products

Intro to Microsoft Word

Intro to Microsoft

Powerpoint - level 1

Intro to Microsoft Excel - level 1

Intro to Microsoft Access - level 1

PRICE: R12 900 / \$850 / €720/ £700

Full Payment before commencement



ABOUT

Microsoft Office is a family of client software, server software, and services developed by Microsoft - used for documents, graphs, presentations and database records...

+-4 International exams - additional in price

ENROL NOW!





ADVANCED MICROSOFT OFFICE PACKAGE

COURSE INFO
[5-10 DAYS/20 HOURS]

Intro - Advanced MS Office products

Intro & Advanced Microsoft Word

Intro & Advanced
Microsoft PowerPoint level 1 & 2

Intro & Advanced Microsoft Excel level 1 & 2

Intro & Advanced to
Microsoft Access - level
1 & 2

PRICE: R22 800 / \$1500 / €1290

[Full Payment before commencement]



ABOUT

Microsoft Office is a family of client software, server software, and services developed by Microsoft - used for documents, graphs, presentations and database records...

+-4 International exams - additional in price

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INTRO TO **MICROSOFT EXCEL**

COURSE INFO [1-2 DAYS/4 HOURS]

Level 1

Creating a basic worksheet.

Identify the user interface and customize the interface.

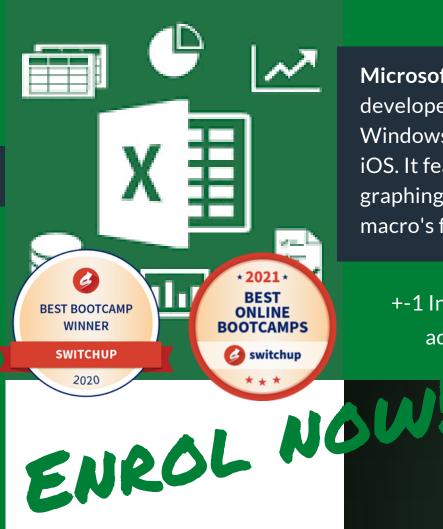
Calculate using functions, basic formulaes

Manipulate worksheet data, elements, rows & columns

Work with fonts, styles, page layouts, number formats & cell options.

PRICE: R3750 / \$220 / €200

[Full Payment before commencement]



ABOUT

Microsoft Excel is a spreadsheet developed by Microsoft for Windows, macOS, Android and iOS. It features calculation. graphing tools, pivot tables, and macro's for shortcuts...

+-1 International exams additional in price



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INTERMEDIATE MICROSOFT EXCEL

COURSE INFO
[2-3 DAYS/6 HOURS]

Level 2

Apply cell & range names.
Calculate data across worksheets.

Specialized Functions & analyze data with logical functions.

Presenting data using charts & graphics.

Create pivot table report.

Illustrate workflow using smart art graphics.

Filter data using slicers.

Use the layer & group graphic objects.

PRICE: R4500 / \$300 / €280 [Full Payment before commencement]



ABOUT

Microsoft Excel is a spreadsheet developed by Microsoft for Windows, macOS, Android and iOS. It features calculation, graphing tools, pivot tables, and macro's for shortcuts...

+-1 International exams - additional in price



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ADVANCED MICROSOFT EXCEL

COURSE INFO
[3-5 DAYS/8 HOURS]

Level 3

Create a macros & edit a macros using vba.

Apply conditional formatting.

Add data validation criteria & list outline.

Trace cells & troubleshoot errors in formulas.

Create a trend line.

Creating sparklines & create scenarios

Perform analysis & statistical analysis.

PRICE: R6 900 / \$400 / €360 / £320

Full Payment before commencement



ABOUT

Microsoft Excel is a spreadsheet developed by Microsoft for Windows, macOS, Android and iOS. It features calculation, graphing tools, pivot tables, and macro's for shortcuts...

+-1 International exams - additional in price

ENROL NOW!





INTRO TO VBA PROGRAMMING

COURSE INFO
[5-10 DAYS/20 HOURS]

Introduction to VBA using Excel

Learn VBA syntax & Programming techniques.

Create a basic to
Advanced UserForm.
Manipulating files with
VBA

Develop excel utilities with VBA code

Work with VBA sub procedures & modules

Create your own macros & embedded applications using vba

PRICE: R13 900 / \$850 / €720 / £700

Full Payment before commencement



ABOUT

VBA (Visual Basic for Applications) is the programming language of Excel and other Office programs...

+-1 International exams - additional in price

ENROL NOW!



