

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

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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

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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 formulae

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...

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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...

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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...

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additional in price

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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

ABOUT

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

+1 International exams -
additional in price



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PRICE: R13 900 / \$850 / €720/ £700

Full Payment before commencement

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