

Microsoft Office Courses

Word, Excel, PowerPoint, Access, Project, and VBA — the full Microsoft Office suite. 1-on-1 online training with a real lecturer, from anywhere in South Africa.

● Flexible hours

● Commence anytime

● 1-on-1 online with a real lecturer



Office Package Bundles

The fastest way into the full Office suite — 4 applications combined at a bundled price.

Microsoft Office Package (Intro)

R12,900

10h (~2 weeks) · Full payment only

Intro to Microsoft Word

PowerPoint — Level 1

Excel — Level 1

Access — Level 1

Advanced Microsoft Office Package

R22,800

20h (~1 month) · Full payment only

Word — Intro & Advanced

PowerPoint — Level 1 & 2

Excel — Level 1 & 2

Access — Level 1 & 2



Microsoft Word

Introduction to Microsoft Word

R3,250

4h (~1 week)

- › Use innovative tools & features to create documents
- › Insert pictures, tables, word art, footers & headers
- › Automate mail merge, using merges
- › Format text & display data graphically (e.g. bar charts)
- › Save in additional formats — PDF and different versions



Microsoft Excel

Level 1 — Intro Excel Course Objectives

R3,750

4h (~1 week)

- › Create a basic worksheet
- › Identify and customize the user interface
- › Work with cells and enter data
- › Create basic formulas
- › Calculate using functions, copy formulas and functions
- › Manipulate worksheet data, rows and columns
- › Fonts, spell check, number formats, borders/colour
- › Align cell contents, cell styles, page layout

Level 2 — Intermediate Excel

Requires Level 1

R4,500

6h (~2 weeks)

- › Apply cell and range names
- › Calculate data across worksheets
- › Specialized and logical functions
- › Tables, sorting/filtering, pivot tables, slicers
- › Charts and graphics, SmartArt
- › Layer and group graphic objects

Level 3 — Advanced Excel

Requires Level 2

R6,900

8h (~2 weeks) · Exam-eligible on completion

- › Create and edit a macro
- › Conditional formatting, data validation criteria
- › Trace cells, troubleshoot formula errors
- › Watch/evaluate formulas, data list outline
- › Trend lines and sparklines, scenarios
- › Analysis and statistical analysis



Microsoft PowerPoint

Level 1 — Introduction

R2,750

4h (~1 week)

- › Identify elements of the user interface
- › View & save a presentation, use help
- › Select a presentation type, text, placeholders
- › Add slides, charts, and work with themes
- › Insert images, sound, shapes & animation
- › Add transitions, speaker notes, print/deliver

Level 2 — Intermediate to Advanced

Requires Level 1

R4,500

8h (~2 weeks)

- › Customize the interface & set options
- › Set up a slide master, custom slide layouts
- › Add headers & footers
- › Modify notes master & handout master
- › Add multimedia elements
- › Customize slide component animations
- › Restrict access, share using web app
- › Convert to video, publish as package, other formats



Microsoft Access

Level 1 — Introduction

R3,750

4h (~1 week)

- › Identify access interface & database structures
- › Relational database design process & features
- › Create a basic database
- › Create tables, design view, fields & datatypes
- › Use SQL queries, syntax & joins
- › Query a database, sub-datasheets, forms; reports & import/export

Level 2 — Intermediate

Requires Level 1

R4,250

6h (~2 weeks)

- › Table structure — creating a junction table
- › Summarize data using a crosstab query
- › Create pivot table/charts
- › Create macros (VBA), modify & validate data
- › Create and publish reports
- › Link tables, relationships, document & maintain a database

Level 3 — Advanced

Requires Level 2

R4,500

8h (~2 weeks)

- › Import and export XML data into an Access database
- › Collect data & export it
- › Split databases & implement security through passwords
- › Package a database, use the ACCDE file format
- › Create & modify a database switchboard
- › Export/import data to SharePoint list, work offline



Microsoft Project

Level 1 — Introduction

R8,900

10h (~2 weeks)

- › Explore the project environment & tools
- › Display an existing project plan in multiple views
- › Create a project plan & basic formulas
- › Add tasks, task duration estimates, recurring tasks
- › Assign calendar dates, times, outline & link dependent tasks
- › Set a baseline, milestones, print summary reports

Level 2 — Intermediate to Advanced

Requires Level 1

R12,900

12h (~3 weeks)

- › Import & export data or information
- › Update & modify task progress
- › Enter overtime work
- › Reschedule & edit tasks
- › Create a custom table, field & report
- › Filter data using slicers
- › Update cost rate tables & group costs
- › Sync project info with SharePoint, link documents



VBA Programming (Excel)

Introduction to VBA using Excel

Requires Excel

R13,900

20h (~1 month) · + Microsoft Excel billed separately · total R17,650

- › Learn VBA syntax & programming techniques
- › Create a basic to advanced UserForm
- › Manipulate files with VBA
- › Develop Excel utilities with VBA code
- › Work with VBA sub-procedures & modules
- › Create your own macros & embedded applications



Course Duration & Format



Duration

Varies by course — 4h to 20h, see individual pricing above



Payment

Full payment only (no payment plan)



Mode

1-on-1 online (MS Teams / Google Meet) with a real lecturer



Start Dates

Flexible — start anytime, per course



Career Prospects

♦ Office Specialist

♦ Administrative Assistant

♦ Data Analyst

♦ Data Clerk

♦ Project Coordinator

♦ Database Administrator

Typical Office-related salary (South Africa)

R180k – R450k / yr



A note on certification: International exams are optional and additional in price — Microsoft Office Specialist (MOS) exams via Certiport, dependent on exchange rate when booked. School of IT assists with booking online, choosing an approved centre, or writing via online proctoring. Contact us to confirm the current fee for your chosen application.



Get internationally recognised skills — start your Office course today.

[Enrol Now →](#)

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