

MICROSOFT OFFICE COURSE SCHEDULE



END-USER

		Instructor-Led Training						
Course Name	Duration	Price excl. VAT		Oct	Nov	Dec	Jan	Feb
Basic Computer Skills (Windows, Typing, Word, Excel, Outlook)	3 Days	R	4 452,00		3		12	

MICROSOFT OUTLOOK

		Instructor-Led Training						
Course Name	Duration	Price excl. VAT		Oct	Nov	Dec	Jan	Feb
MS Outlook Essentials - Level 1	1 Day	R	1 564,00		6		15	
MS Outlook Advanced Features - Level 2	1 Day	R	1 564,00		7		16	

MICROSOFT WORD

		Instructor-Led Training						
Course Name	Duration	Price excl. VAT		Oct	Nov	Dec	Jan	Feb
MS Word Essentials - Level 1	1 Day	R	1 564,00	6	10	1	12	2
MS Word Intermediate - Level 2	1 Day	R	1 643,00	7	11	2	13	3
MS Word Advanced Features - Level 3	1 Day	R	1 643,00	8	12	3	14	4

GEN AI

		GenAI						
		Instructor-Led Training						
Course Name	Duration	Price excl. VAT		Oct	Nov	Dec	Jan	Feb
Getting the Most from Your Spreadsheets with GenAI	1 Day	R	1 564,00	9	13	4	15	5
Getting the Most from Your Documents with GenAI	Half day	R	990,00	10	14	5	16	6
Getting the Most from Your Presentations with GenAI	Half day	R	990,00	10	14	5	16	6

MICROSOFT EXCEL

		Instructor-Led Training						
Course Name	Duration	Price excl. VAT		Oct	Nov	Dec	Jan	Feb
MS Excel Essentials – Level 1	1 Day	R	1 564,00	6, 20	3, 17	1	19	9, 23
MS Excel Data Analysis - Level 2	2 Days	R	3 170,00	7, 21	4, 18	2	20	10, 24
MS Excel Advanced Formulas - Level 3	2 Days	R	3 170,00	9, 23	6, 20	4	22	12, 26
MS Excel Creating Digital Dashboards	3 Days	R	5 060,00		10		26	
MS Excel Programming in Visual Basic	5 Days	R	8 427,00	13		8		16
MS Excel Financial Modeling	2 Days	R	5 830,00		13		29	
MS Excel Maximising Pivot Tables	1 Day	R	1 643,00		24		5	
Storytelling and Presenting with Data	2 Days	R	5 900,00	27		17		16

MICROSOFT POWERPOINT

		Instructor-Led Training						
Course Name	Duration	Price excl. VAT		Oct	Nov	Dec	Jan	Feb
MS PowerPoint Essentials - Level 1	1 Day	R	1 564,00	29	25	8	6	18
MS PowerPoint Advanced Features - Level 2	1 Day	R	1 564,00	30	26	9	7	19

MICROSOFT ACCESS								
		Instructor-Led Training						
Course Name	Duration	Price excl. VAT		Oct	Nov	Dec	Jan	Feb
MS Access Essentials - Level 1	1 Day	R	1 643,00			8		
MS Access Intermediate - Level 2	1 Day	R	1 643,00			9		
MS Access Advanced Features - Level 3	1 Day	R	1 643,00			10		

MICROSOFT PROJECT								
		Instructor-Led Training						
Course Name	Duration		Price excl. VAT	Oct	Nov	Dec	Jan	Feb
MS Project Essentials - Level 1	1 Day	R	1 643,00			11		
MS Project Advanced Features - Level 2	1 Day	R	1 643,00			12		

MICROSOFT VISIO								
		Instructor-Led Training						
Course Name	Duration	Price excl. VAT		Oct	Nov	Dec	Jan	Feb
Visio Essentials - Level 1	1 Day	R	1 643,00			17		
Visio Advanced - Level 2	1 Day	R	1 643,00			18		

MICROSOFT POWER APPS								
		Instructor-Led Training						
Course Name	Duration		Price excl. VAT	Oct	Nov	Dec	Jan	Feb
MS Power Apps for End Users	2 Days	R	3 710,00			1		
MS Power Automate for End Users	1 Day	R	1 855,00			3		
MS Lists for End Users	1 Day	R	1 855,00			4		
MS TEAMS for End Users	1 Day	R	1 855,00			5		
MS Office 365 for the End-User	1 Day	R	1 643,00			8		
MS Office 365 Power User	3 Days	R	5 565,00			9		
MS OneDrive	1 Day	R	1 855,00			12		
Power BI Level I	1 Day	R	1 650,00	20	17	8	8	23
Power BI Level II	1 Day	R	1 650,00	21	18	9	9	24

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