

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



ABOUT

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

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PRICE: R12 900 / \$850 / €720/ £700

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ADVANCED MICROSOFT OFFICE PACKAGE

COURSE INFO
[5-10 DAYS/20 HOURS]

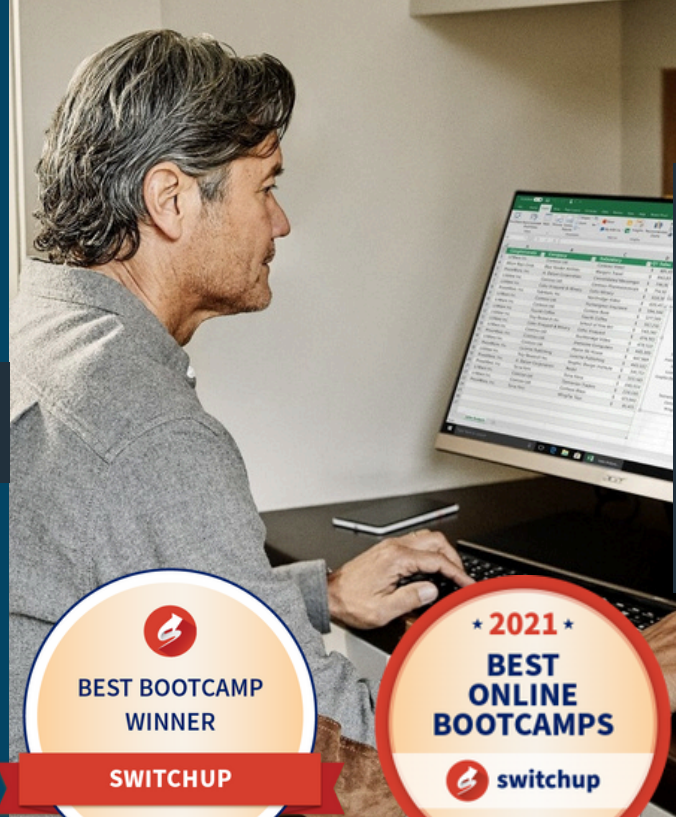
Intro - Advanced MS Office products

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



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PRICE: R22 800 / \$1500 / €1290

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INTRO TO MICROSOFT WORD

COURSE INFO
[1-2 DAYS/4 HOURS]

Introduction to MS Word

Learn how to use innovative tools & features to create documents.

Insert Option, i.e Pictures, tables, word art, footers & headers

Automating the mail merge, using merges

Formatting text & displaying data graphically. i.e bar charts.

Addition saving formats, pdf & different versions.

PRICE: R3250/ \$200 / €180

[Full Payment before commencement (no payment plan)]



ABOUT

Microsoft Word is a word processing software, created by Microsoft - used to develop documents, create tables, merge mailing, display graphs and so much more!

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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.



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]



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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.



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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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

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ABOUT

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

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INTRO TO MICROSOFT ACCESS

COURSE INFO
[1-2 DAYS/4 HOURS]

Level 1

Identify elements of the access interface & structures of a database
Relational database design process & features

Create a basic database.

Create tables & design view, fields & datatypes.

Use sql queries, syntax & use several joins.

Query a database & sub data sheets & forms.

Use reports: procedures, import & export data.

PRICE: R3750 / \$200 / €200

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ABOUT

Microsoft Access is a database management system (DBMS) from Microsoft that combines the relational Microsoft Jet Database Engine with a graphical user interface and software-development tools.

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INTERMEDIATE MICROSOFT ACCESS

COURSE INFO
[2-3 DAYS/6 HOURS]

Level 2

Table structure by creating a junction table.

Summarize data using a crosstab query.

Create pivot table/charts.

Create macros (VBA) & modify & validate data.

Create reports & publish reports.

Link tables, create relationships & document databases.

Maintain a database & monitor it.



ABOUT

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ADVANCED MICROSOFT ACCESS

COURSE INFO
[3-5 DAYS/8 HOURS]

Level 3

Import an 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.

Exporting & importing data to sharepoint list & working offline.

PRICE: R4500/ \$300 / €260

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ABOUT

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INTRODUCTION MICROSOFT PROJECT

COURSE INFO
[5 DAYS/10 HOURS]

Level 1

Explore the project environment & tools.

Display an existing project plan in multiple views.

Create a Project Plan & basic formulas.

Add tasks, task duration estimates & tasks recurring.

Assign a calendar dates, times, outline tasks & link dependent tasks.

Set a Baseline, milestones & print summary reports.

PRICE: R8 900 / \$850 / €720 / £700

Full Payment before commencement



ABOUT

Microsoft Project is a project management software product, developed and sold by Microsoft. It is designed to assist a project manager in developing a plan, assigning resources to tasks, tracking progress, managing the budget, and analyzing workloads

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INTERMEDIATE TO ADVANCED MICROSOFT PROJECT

COURSE INFO
[5 DAYS/12 HOURS]

Level 2

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.
Link several documents to a project plan.
Create & customize a Visual Report & Sync Project Information with SharePoint.

PRICE: R12 900 / \$850 / €720/ £700
Full Payment before commencement



ABOUT

Microsoft Project is a project management software product, developed and sold by Microsoft. It is designed to assist a project manager in developing a plan, assigning resources to tasks, tracking progress, managing the budget, and analyzing workloads

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INTRODUCTION MICROSOFT POWERPOINT

COURSE INFO

[1-2 DAYS/4 HOURS]

Level 1

Identify elements of the User Interface.
View & save a Presentation & use help.

Select a Presentation Type, Text, Placeholders.
Add Slides, charts to a Presentation & work with different themes.

Insert images, sound, shapes & animation.

Insert, modify & import charts from applications.

Add transitions, speaker notes & print/Deliver a presentation.



ABOUT

Microsoft PowerPoint (or simply PowerPoint) is a presentation. It offers users many ways to display information from simple presentations to complex multimedia presentations.

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INTERMEDIATE TO ADVANCED MICROSOFT POWERPOINT

COURSE INFO

[1-2 DAYS/8 HOURS]

Level 2

Customize the Interface & set options.
Set Up a slide master, custom slide layouts.
Add headers & footers
Modify notes master & handout master.
Customize slide component animations.
Add multimedia elements.
Convert into a video, publish as a package & save to Other file formats.
Restrict access, share using web app.

PRICE: R4500/ \$300 / €260
[Full Payment before commencement]



ABOUT

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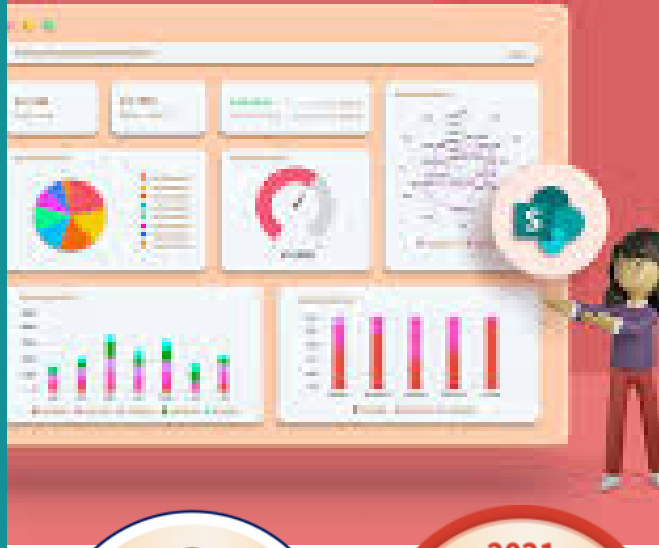
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INTRODUCTION TO MICROSOFT SHAREPOINT

COURSE INFO
[1-3 DAYS/10 HOURS]

- Learn to navigate a SharePoint 2016 Team Site.
- Create SharePoint lists.
- Learn SharePoint list and library views.
- Organize and create SharePoint libraries.
- Create sub sites using various SharePoint templates.
- Create InfoPath forms and form libraries.
- Create site columns and content types
- integrate Office applications with SharePoint.



ABOUT

SharePoint is a web-based collaborative platform that integrates natively with Microsoft Office. Launched in 2001, SharePoint is primarily sold as a document management and storage system, but the product is highly configurable and its usage varies substantially among organizations.

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