

COURSE NAME	TRAINING CONTENT	DATES AND VENUES			
		Venue	Nov 18	Dec 18	Jan 19
<b>DISCOVERING EXCEL 2013</b> 1 FULL DAY (9:00 - 16:30) R2140 pp excl VAT	The Excel training is ideal for users, who are familiar with the basics of MS Excel, but require knowledge of more advanced MS Excel. It provides knowledge on file formatting, columns and rows, and working with formulae, managing and using multiple worksheets, using functions (Sum, AutoSum, Average, Max, Text, Conditional Formatting), as well as creating and editing charts.  <a href="#">Click here</a>	JHB	5,9	4,11	15
		PTA	7,9	3,10	18
		CTN	5,7		16
		DBN	13,14,16	10,10	25
		PE		10	
		BFN			
<b>EXCEL ON STEROIDS 2016</b> 2 FULL DAYS (9:00 - 16:30) R5650 pp excl VAT	Directors, managers, and anyone else who uses MS Excel extensively for report writing, will benefit from this training. This training will give you the tools and techniques required to utilise MS Excel to its full potential and beyond! It includes training on consolidating worksheets, data capturing by using the data validation function, understanding the definitions and layout of pivot tables, as well as creating formulae within pivot tables.  <a href="#">Click here</a>	JHB	12,13,26,27	6,7	
		PTA	15,16	5,6,13,14	24,25
		CPT			
		DBN	22,23	11,12	30
		PE		11,12	
		BFN			
<b>EXCEL ON STEROIDS PLUS 2013</b> 2 FULL DAYS (9:00 - 16:30) R5650 pp excl VAT	Excel on Steroids PLUS is designed to significantly enhance your business reporting. Better visibility of your business data is always a plus, and this course will introduce you to ways to make better sense of raw data. If you have done the Excel on Steroids course, this new addition will improve your skills even more. All Excel users will benefit greatly by attending this course.  <a href="#">Click here</a>	JHB	19,20		
		PTA	22,23	11,12	
		CTN			
		DBN			
		PE			
		BFN			

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Company name \_\_\_\_\_ VAT Reg \_\_\_\_\_ Order Nr \_\_\_\_\_ VIP Acc Nr \_\_\_\_\_

Postal address \_\_\_\_\_ Email \_\_\_\_\_

Food Allergies or Vegetarian of delegate attending \_\_\_\_\_ Job Title \_\_\_\_\_

Course	Name of delegate (Title Name and Surname)	Date	Venue
Discovering Excel			
Excel on Steroids 2007 & 2010			
Excel on Steroids Plus			

Terms and Conditions

**Sage Cancellation Obligations**  
 Sage reserves the right to cancel courses for any reason, including when course registrations do not meet minimum levels. Sage University will notify attendees of a cancelled course at least 2 calendar days prior to the course start date. In this case, registration fees will be refunded to the original form of payment. Sage is not responsible for airfare penalties incurred because of cancelled courses. Sage will not reimburse registrants for any travel or hotel cancellation fees or penalties.

**Attendee Cancellation Obligations**  
 Attendees may cancel or transfer to a different course date without penalty up to 14 calendar days prior to the course start date. Attendees that cancel or request transfers less than 14 days prior to the course start date will incur a R1000 Service Fee. The Service Fee will be charged to the payment method used to originally purchase the course. Cancellations received less than 48 hours prior to the course start time will result in forfeiture of the course fee.

REFERRED BY: \_\_\_\_\_

Date: \_\_\_\_\_

Signed on behalf of the company: \_\_\_\_\_