

Sage Microsoft® Excel® virtual and classroom training schedule



THE COURSE MATERIAL IS BASED ON THE MICROSOFT® EXCEL® APPLICATION WITHIN THE MICROSOFT® WINDOWS ENVIRONMENT

COURSE NAME	TRAINING CONTENT	2021 DATES				
		MARCH	APRIL	MAY	JUNE	
EXCEL ESSENTIALS 2016 HALF DAY COURSE R2030 pp excl VAT - Classroom R1421 pp excl VAT - Virtual Book & Save 10% - R1827 pp excl VAT Classroom R1278.90 pp excl VAT Virtual	Excel Essentials will equip you with the knowledge to take advantage of the basic features of Microsoft Excel as a business information tool to manipulate and present information. Delegates who are inexperienced in the use of Microsoft Excel would benefit from attending this short course.	Virtual	3	7	TBA	TBA
JHB	8					
CPT	8					
PE						
EXCEL INTERMEDIATE 2016 1 FULL DAY (9:00 - 16:30) R2140 pp excl VAT - Classroom R1498 pp excl VAT - Virtual Book & Save 10% - R1926 pp excl VAT Classroom R1348.20 pp excl VAT Virtual	This comprehensive training revolves around a monthly / weekly checklist comprising 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.	Virtual	1	9	TBA	TBA
JHB	5, 9		15			
CPT	1					
PE						
EXCEL ON STEROIDS 2016 2 FULL DAYS (9:00 - 16:30) R5650 pp excl VAT - Classroom R3955 pp excl VAT - Virtual Book & Save 10% - R5085 pp excl VAT Classroom R3559.50 pp excl VAT Virtual	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.	Virtual	15 & 16	12 & 13	TBA	TBA
JHB	17 & 18, 23 & 24		21 & 22			
CPT						
PE						
EXCEL ON STEROIDS PLUS 2016 2 FULL DAYS (9:00 - 16:30) R5650 pp excl VAT - Classroom R3955 pp excl VAT - Virtual Book & Save 10% - R5085 pp excl VAT Classroom R3559.50 pp excl VAT Virtual	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.	Virtual		29 & 30	TBA	TBA
JHB	30 & 31					
CPT	15 & 16					
PE						