



TRAINING ACADEMY & ACCOUNTING EXCELLENCE CC

Sage Authorised Learning Partner Centre & Dealer

2011/080659/23

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Microsoft Office - Excel

1. Excel Essentials 2016:

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.

Course Duration: 1 Half Day (9h00 – 14h00)
Virtual Training: R1,719.25

2. Excel Intermediate 2016:

This comprehensive training revolves around a monthly/weekly checklist comprising. The Excel training is ideal for users, who are familiar with the basics of Microsoft Excel, but require knowledge of more advanced Microsoft 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.

Course Duration: 1 Full Day (9h00 – 16h30)
Virtual Training: R2,116.00

3. Excel on Steroids 2016:

Directors, managers, and anyone who uses Microsoft Excel extensively for report writing, will benefit from this training. This training will give you the tools and techniques required to utilise Microsoft 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.

Course Duration: 2 Full Days (9h00 – 16h30)
Virtual Training: R5,577.50

4. Excel on Steroids PLUS 2016:

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.

Course Duration: 2 Full Days (9h00 – 16h30)
Virtual Training: R5,577.50

Important: A stable internet connection is required to access the virtual training and assessment.