

MICROSOFT OFFICE COURSE SCHEDULE



END-USER											
		Instructor-Led Training		2025							
Course Name	Duration	Price excl. VAT	May	Jun	July	Aug	Sep	Oct	Nov	Dec	
Basic Computer Skills (Windows, Typing, Word, Excel, Outlook)	3 Days	R 4 452,00	5		7		1		3		
MICROSOFT OUTLOOK											
		Instructor-Led Training									
Course Name	Duration	Price excl. VAT	May	Jun	July	Aug	Sep	Oct	Nov	Dec	
MS Outlook Essentials - Level 1	1 Day	R 1 564,00	8		10		4		6		
MS Outlook Advanced Features - Level 2	1 Day	R 1 564,00	9		11		5		7		
MICROSOFT WORD											
		Instructor-Led Training									
Course Name	Duration	Price excl. VAT	May	Jun	July	Aug	Sep	Oct	Nov	Dec	
MS Word Essentials - Level 1	1 Day	R 1 564,00	12	2	14	4	8	6	10	1	
MS Word Intermediate - Level 2	1 Day	R 1 643,00	13	3	15	5	9	7	11	2	
MS Word Advanced Features - Level 3	1 Day	R 1 643,00	14	4	16	6	10	8	12	3	
GEN AI											
		Instructor-Led Training									
Course Name	Duration	Price excl. VAT	May	Jun	July	Aug	Sep	Oct	Nov	Dec	
Getting the Most from Your Spreadsheets with GenAI	1 Day	R 1 564,00	15	5	17	7	11	9	13	4	
Getting the Most from Your Documents with GenAI	Half day	R 990,00	16	6	18	8	12	10	14	5	
Getting the Most from Your Presentations with GenAI	Half day	R 990,00	16	6	18	8	12	10	14	5	
MICROSOFT COPILOT											
		Instructor-Led Training									
Course Name	Duration	Price excl. VAT	May	Jun	July	Aug	Sep	Oct	Nov	Dec	
Empower your workforce with Copilot for Microsoft 365 Use Cases	1 Day	R 2 900,00		4		11		13		8	
Craft Effective Prompts with Copilot for Microsoft 365	2 Days	R 2 900,00		5		12		14		9	
Manage and extend Microsoft 365 Copilot	1 Day	R 2 900,00		6		13		15		10	
MICROSOFT EXCEL											
		Instructor-Led Training									
Course Name	Duration	Price excl. VAT	May	Jun	July	Aug	Sep	Oct	Nov	Dec	
MS Excel Essentials - Level 1	1 Day	R 1 564,00	5, 12	2, 9, 30	14, 28	11, 25	8, 15	6, 20	3, 17	1	
MS Excel Data Analysis - Level 2	2 Days	R 3 170,00	12, 19	9, 17	1, 15, 29	12, 26	9, 22	7, 21	4, 18	2	
MS Excel Advanced Formulas - Level 3	2 Days	R 3 170,00	19, 26	17, 23	3, 17, 31	14, 28	10, 25	9, 23	6, 20	4	
MS Excel Creating Digital Dashboards	3 Days	R 5 060,00	5		7		15		10		
MS Excel Programming in Visual Basic	5 Days	R 8 427,00		23		4		13		8	
MS Excel Financial Modeling	2 Days	R 5 830,00	8		10		18		13		
MS Excel Maximising Pivot Tables	1 Day	R 1 643,00	14		21		16		24		
Storytelling and Presenting with Data	2 Days	R 5 900,00		11		18		27		17	
MICROSOFT POWERPOINT											
		Instructor-Led Training									
Course Name	Duration	Price excl. VAT	May	Jun	July	Aug	Sep	Oct	Nov	Dec	
MS PowerPoint Essentials - Level 1	1 Day	R 1 564,00	28	12	22	20	22	29	25	8	
MS PowerPoint Advanced Features - Level 2	1 Day	R 1 564,00	29	13	23	21	23	30	26	9	
MICROSOFT ACCESS											
		Instructor-Led Training									
Course Name	Duration	Price excl. VAT	May	Jun	July	Aug	Sep	Oct	Nov	Dec	
MS Access Essentials - Level 1	1 Day	R 1 643,00				11				8	
MS Access Intermediate - Level 2	1 Day	R 1 643,00				12				9	
MS Access Advanced Features - Level 3	1 Day	R 1 643,00				13				10	
MICROSOFT PROJECT											
		Instructor-Led Training									
Course Name	Duration	Price excl. VAT	May	Jun	July	Aug	Sep	Oct	Nov	Dec	
MS Project Essentials - Level 1	1 Day	R 1 643,00				14				11	
MS Project Advanced Features - Level 2	1 Day	R 1 643,00				15				12	
MICROSOFT VISIO											
		Instructor-Led Training									
Course Name	Duration	Price excl. VAT	May	Jun	July	Aug	Sep	Oct	Nov	Dec	
Visio Essentials - Level 1	1 Day	R 1 643,00				18				17	
Visio Advanced - Level 2	1 Day	R 1 643,00	2			19				18	
MICROSOFT POWER APPS											
		Instructor-Led Training									
Course Name	Duration	Price excl. VAT	May	Jun	July	Aug	Sep	Oct	Nov	Dec	
MS Power Apps for End Users	2 Days	R 3 710,00		3			22			1	
MS Power Automate for End Users	1 Day	R 1 855,00		5			25			3	
MS Lists for End Users	1 Day	R 1 855,00		6			26			4	
MS TEAMS for End Users	1 Day	R 1 855,00		19			15			5	
MS Office 365 for the End-User	1 Day	R 1 643,00		20			16			8	
MS Office 365 Power User	3 Days	R 5 565,00		23			17			9	
MS OneDrive	1 Day	R 1 855,00		26			29			12	
Power BI Level I	1 Day	R 1 650,00	19	23	21	18	8	20	17	8	
Power BI Level II	1 Day	R 1 650,00	20	24	22	19	9	21	18	9	
Corporate Training Centres			Connect with us								
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