Microsoft End User

AccTech Systems

ERP | HR | CRM | BI | FA | RMS | VRM | IGN | EPM | Cloud | BPM | IoT

COURSE NAME	TRAINING CONTENT	DATES AND VENUES			

MS EXCEL 2016 LEVEL 1
1 FULL DAY (9:00 - 16:00)
2 EVENINGS DAY (18:00 - 21:00)
R2300 pp excl VAT

Organizations the world over rely on information to make sound decisions regarding all manner of affairs. But with the amount of available data growing on a daily basis, the ability to make sense of all of that data is becoming more and more challenging. Fortunately, this is where the power of Microsoft® Office Excel® 2016 can help. Excel can help you organize, calculate, analyse, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software. This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation.
Click here

Venue	Apr'19	May'19	Jun'19
PTA	01	08	10
EVENING	On request	On request	On request

MS EXCEL 2016 LEVEL 2
2 FULL DAYS (9:00 - 16:00)
2 EVENINGS DAY (18:00 - 21:00)
R3300 pp excl VAT

Whether you need to crunch numbers for sales, inventory, and information to gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.
This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2016: Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. The ability to analyse massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level.
Click here

Venue	Apr'19	May'19	Jun'19
PTA	02-03	10-11	17-18
EVENING	On request	On request	On request

MS EXCEL 2016 LEVEL 3
2 FULL DAYS (9:00 - 16:00)
2 EVENINGS DAY (18:00 - 21:00)
R3300 pp excl VAT

The training in and use of Microsoft® Office Excel® 2016 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Excel® 2016. You have used Microsoft® Office Excel® 2016 to perform tasks such as running calculations on data and sorting and filtering numeric data. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Excel by automating some common tasks, applying advanced analysis techniques to more complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.
Click here

Venue	Apr'19	May'19	Jun'19
PTA	04-05	15-16	24-25
EVENING	On request	On request	On request

For more information on group training and assessments, or to book for a course kindly email us!
Class dates and times are subject to change
Marili van Niekerk | Manager: Training | training@acctech.biz | +27 (82) 873 9227 | +27 (12) 640 2692

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COURSE NAME	TRAINING CONTENT	DATES AND VENUES			
EXCEL ON STEROIDS **2 FULL DAYS (9:00 - 16:00)** **R5650 pp excl VAT**	*Excel on Steroids is a more than just an advanced Excel course, it focuses on Excel features that are key to business reporting.* 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. Click here	Venue	Apr'19	May'19	Jun'19
		PTA	14-15	24-25	20-21
EXCEL ON STEROIDS PLUS 2016 **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. Click here	Venue	Apr'19	May'19	Jun'19
		PTA	14-15	24-25	20-21
MS EXCEL DASHBOARD REPORTS **2 FULL DAYS (9:00 - 16:00)** **R4400 pp excl VAT**	The intent of a dashboard is to make key aspects of data available to the user of the dashboard to facilitate the decision-making. A great deal of this data is presented through charts. The Excel dashboard reports level two course expands on the foundation of the first course by introducing some data extract and cleaning techniques. We also introduce the power of PivotTables to easily analyse and present data through the use of PivotCharts. Click here	Venue	Apr'19	May'19	Jun'19
		PTA	27-28	On request	On request
MS EXCEL VBA PROGRAMMING **3 FULL DAYS (9:00 - 16:00)** **(9:00 - 16:00)** **R5500 pp excl VAT**	Create automated spreadsheets for all those repetitive tasks, simplify complex tasks that need to be performed on a regular basis. Users will learn how to record and run macros, edit the VBA code, build in loops structures and create custom forms. We also cover error handling and event procedures. The Excel 2016 VBA Programming course is a programming course not an Excel course. Click here	Venue	Apr'19	May'19	Jun'19
		PTA	On request	On request	On request
MS EXCEL POWER PIVOT **1 FULL DAY (9:00 - 16:00)** **R3580 pp excl VAT**	This MS Excel 2016 PowerPivot course is designed for Excel users to make use of the PowerPivot add-in to import data from various sources and create a dynamic report. Click here	Venue	Apr'19	May'19	Jun'19
		PTA	On request	On request	On request

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COURSE NAME	TRAINING CONTENT	DATES AND VENUES			
		Venue	Apr'19	May'19	Jun'19
MS WORD LEVEL 1 **1 FULL DAY (9:00 - 16:00)** **R2400 pp excl VAT**	Most of the organization maintain and manage large amount of documents. The contents in the document can be stored, enhanced and managed using the Word application and its associated tools. In this course, you will examine the basic concepts of creating a document, editing a document and enhancing a document and its contents by using the Microsoft Office Word 2016 application. In the present job scenario, preparing documents for official purpose has become a day-to-day routine. It is also necessary to present the document in a structured manner without any grammatical and other typographical errors, so that the readers find it easy to read through the content. Using Word 2016 for preparing documents can give a better look and feel to your documents. Click here	PTA	On request	02	On request
		Venue	Apr'19	May'19	Jun'19
MS WORD LEVEL 2 **1 FULL DAY (9:00 - 16:00)** **R2400 pp excl VAT**	Most of the organization maintain and manage large amount of documents. The contents in the document can be stored, enhanced and managed using the Word application and its associated tools. In this course, you will examine the basic concepts of creating a document, editing a document and enhancing a document and its contents by using the Microsoft Office Word 2016 application. In the present job scenario, preparing documents for official purpose has become a day-to-day routine. It is also necessary to present the document in a structured manner without any grammatical and other typographical errors, so that the readers find it easy to read through the content. Using Word 2016 for preparing documents can give a better look and feel to your documents. Click here	PTA	17	03	On request
		Venue	Apr'19	May'19	Jun'19
MS WORD LEVEL 3 **1 FULL DAY (9:00 - 16:00)** **R2400 pp excl VAT**	In this course, students will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages. This is one of a series of courses that addresses Microsoft Office Specialist skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification. Click here	PTA	On request	06	On request

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MS POWER POINT LEVEL 1 **1 FULL DAY (9:00 - 16:00)** **R2400 pp excl VAT**	In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect presentations to be in the electronic format, but also demand them to be unique and use interactive elements to keep them engaged. In this course, you will use Microsoft Office PowerPoint 2016 to create presentations. Using PowerPoint to create and deliver presentations will capture the attention of the audience and will help communicate the ideas of the presenter more effectively. PowerPoint 2016 possesses advanced design features, enhanced illustrations, and graphical elements that make presentation creation as well as viewing a truly delightful experience. Click here	**Venue**	**Apr'19**	**May'19**	**Jun'19**
		PTA	On request	29	On request
MS POWER POINT LEVEL 2 **1 FULL DAY (9:00 - 16:00)** **R2400 pp excl VAT**	Build on your basic knowledge of and experience in PowerPoint to fine-tune your presentations. Learn how to set up and travel with a presentation. If you are not sure whether others can utilise PowerPoint, but need to send them an effective presentation incorporating graphics, animation and sound- then the advanced course is just for you. Click here	**Venue**	**Apr'19**	**May'19**	**Jun'19**
		PTA	On request	30	On request
MS OUTLOOK LEVEL 1 **1 FULL DAY (9:00 - 16:00)** **R2400 pp excl VAT**	This course is the first in a series of three Microsoft Office Outlook 2016 courses. It will provide you with the skills you need to start sending and responding to email in Microsoft Office Outlook 2010, as well as maintaining your Calendar. In this course, you will explore the user interface of Outlook, compose and send email, schedule appointments, manage contact information, organize meetings, and create tasks and notes in Outlook. On any busy day, it is a challenge to keep up with your daily correspondence, appointments, meetings, and tasks. Having a tool capable of keeping large amounts of information organized and at your fingertips could mean the difference between falling behind and staying on track. Microsoft Office Outlook 2016 is one such tool that you can use to effectively communicate electronically and be organized. Click here	**Venue**	**Apr'19**	**May'19**	**Jun'19**
		PTA	On request	20	On request
MS OUTLOOK LEVEL 2 **1 FULL DAY (9:00 - 16:00)** **R2400 pp excl VAT**	You will customize the Outlook environment, calendar, and mail messages, and will also track, share, assign, and quickly locate various Outlook items. Click here	**Venue**	**Apr'19**	**May'19**	**Jun'19**
		PTA	On request	21	On request

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Microsoft End User - Booking Form

Company name _____VAT Reg _____Order Nr_____VIP Acc Nr _____

Your name _____Tel no _____Fax no _____ Mobile _____

Postal address _____ Email _____

Food Allergies or Vegetarian of delegate attending_____ Job Title_____

COURSE NAME	NAME AND SURNAME	DATES	VENUE
MS Excel 2016 Level 1			
MS Excel 2016 Level 2			
MS Excel 2016 Level 3			
MS Word 2016 Level 1			
MS Word 2016 Level 2			
MS Word 2016 Level 3			
MS PowerPoint 2016 Level 1			
MS PowerPoint 2016 Level 2			
MS Outlook 2016 Level 1			
MS Outlook 2016 Level 2			
Excel on Steroids 2016 Workshop 1, 2 & 3			
EXCEL ON STEROIDS PLUS 2016			
MS EXCEL DASHBOARD REPORTS			
MS EXCEL VBA PROGRAMMING			
MS EXCEL POWER PIVOT			

Terms and Conditions

AccTech Systems Cancellation Obligations

AccTech Systems reserves the right to cancel courses for any reason, including when course registrations do not meet minimum levels. AccTech Systems 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. AccTech Systems is not responsible for airfare penalties incurred because of cancelled courses. AccTech Systems 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:**_____

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