

Courses List – Face to Face and Online



Face-to-face

Microsoft Word

Customised Courses:

Professional Document Design	2 days	R6,500.00
Mastering Tables	1-day	R3,500.00
Levels 1, 2 and 3	1 day each	R3,500.00

Microsoft Excel

Customised Courses:

Lookups, Protect, PivotTables	1-day	R3,500.00
Table Styles Conditional Formatting	1-day	R3,500.00
Lists Sub-Totals Dashboards	1-day	R3,500.00
Clean Data Auditing Data Validation	1-day	R3,500.00
Levels 1, 2 and 3	1 day each	R3,500.00

Soft Skills:

Professional Business Communication	2 days	R7,000.00
Leadership in Business	2 days	R7,000.00

What's included:

A comprehensive training manual – printed copy
Tea/coffee, light lunch

Online Courses:

Microsoft Word

Professional Document Design	2 days	R5,750.00
Mastering Tables	1-day	R2,750.00
Levels 1, 2 and 3	1 day each	R2,750.00 each

Microsoft Excel

Lookups, Protect, PivotTables	1-day	R2,750.00
Table Styles Conditional Formatting	1-day	R2,750.00
Lists Sub-Totals Dashboards	1-day	R2,750.00
Clean Data Auditing Data Validation	1-day	R2,750.00
Levels 1, 2 and 3	1 day each	R2,750.00 each

Soft Skills

Professional Business Communication	2 days	R6,250.00
Leadership in Business	2 days	R6,250.00

What's included:

A comprehensive training manual – by email