


MICROSOFT OFFICE COURSE SCHEDULE



END-USER										
Version	Course Name	Duration	Price excl. VAT	Mar	Apr	May	Jun	Jul	Aug	
Intro	Basic Computer Skills (Windows, Typing, Word, Excel, Outlook)	3 Days	R 4 452,00	4		6		1		
MICROSOFT OUTLOOK										
Version	Course Name	Duration	Price excl. VAT	Mar	Apr	May	Jun	Jul	Aug	
2016 / 2019	Outlook Essentials - Level 1	1 Day	R 1 564,00	7		2		4		
2016 / 2019	Outlook Advanced Features - Level 2	1 Day	R 1 564,00	8		3		5		
MICROSOFT WORD										
Version	Course Name	Duration	Price excl. VAT	Mar	Apr	May	Jun	Jul	Aug	
2016 / 2019	Word Essentials - Level 1	1 Day	R 1 564,00	11		9		1	14	
2016 / 2019	Word Intermediate - Level 2	1 Day	R 1 643,00	12		10		2	15	
2016 / 2019	Word Advanced Features - Level 3	1 Day	R 1 643,00	13		13		3	16	
MICROSOFT COPILOT										
MS-4004	Empower your workforce with Copilot for Microsoft 365 Use Cases	1 Day	R 2 900,00			16	10	15	5	
MS-4005	Craft Effective Prompts with Copilot for Microsoft 365	1 Day	R 2 900,00			17	11	16	6	
MS-4006	Copilot for Microsoft 365 for Administrators	1 Day	R 2 900,00			30	12	17	7	
MICROSOFT EXCEL										
Version	Course Name	Duration	Price excl. VAT	Mar	Apr	May	Jun	Jul	Aug	
2016 / 2019	Excel Essentials – Level 1	1 Day	R 1 564,00	11, 18	2, 15	13, 20	10, 24	8, 22	12, 26	
2016 / 2019	Excel Data Analysis - Level 2	2 Days	R 3 170,00	12, 19	2, 16	14, 21	11, 25	9, 23	12, 27	
2016 / 2019	Excel Advanced Formulas - Level 3	2 Days	R 3 170,00	14, 27	4, 18	16, 23	13, 27	11, 25	14, 29	
2016	Excel Creating Digital Dashboards - Level 4	3 Days	R 5 060,00	25		6		15		
2016	Excel Programming in Visual Basic	5 Days	R 8 427,00	11		13		15		
2016	Excel Financial Modeling	2 Days	R 5 830,00	14		27		18		
2016	Excel Maximising Pivot Tables	1 Day	R 1 643,00	22		30		29		
2016	Excel Amazing Macros	1 Day	R 1 643,00		22			30		
MICROSOFT POWERPOINT										
Version	Course Name	Duration	Price excl. VAT	Mar	Apr	May	Jun	Jul	Aug	
2016 / 2019	PowerPoint Essentials - Level 1	1 Day	R 1 564,00		8	2	10	4	12	
2016 / 2019	PowerPoint Advanced Features - Level 2	1 Day	R 1 564,00		9	3	11	5	13	
MICROSOFT ACCESS										
Version	Course Name	Duration	Price excl. VAT	Mar	Apr	May	Jun	Jul	Aug	
2016 / 2019	Access Essentials - Level 1	1 Day	R 1 643,00		10		12		5	
2016 / 2019	Access Intermediate - Level 2	1 Day	R 1 643,00		11		13		6	
2016 / 2019	Access Advanced Features - Level 3	1 Day	R 1 643,00		12		14		7	
MICROSOFT PROJECT										
Course Code	Course Name	Duration	Price excl. VAT	Mar	Apr	May	Jun	Jul	Aug	

2016 / 2019	Project Essentials - Level 1	1 Day	R	1 643,00		15		17		26
2016 / 2019	Project Advanced Features - Level 2	1 Day	R	1 643,00		16		18		27

MICROSOFT VISIO										
Course Code	Course Name	Duration	Price excl. VAT	Mar	Apr	May	Jun	Jul	Aug	
2019	Visio Essentials - Level 1	1 Day	R 1 643,00		17		19		28	
2019	Visio Advanced - Level 2	1 Day	R 1 643,00		18		20		29	
MICROSOFT 365										
Version	Course Name	Duration	Price excl. VAT	Mar	Apr	May	Jun	Jul	Aug	
M365	Microsoft Power Apps for End Users	2 Days	R 3 710,00		19		24		5	
M365	Microsoft Power Automate for End Users	1 Day	R 1 855,00		22		21		7	
M365	Microsoft Lists for End Users	1 Day	R 1 855,00		23		26		8	
M365	Microsoft TEAMS for End Users	1 Day	R 1 855,00		24		27		12	
M365	Microsoft Office 365 for the End-User	1 Day	R 1 643,00		25		3		13	
M365	Microsoft Office 365 Power User	3 Days	R 5 565,00				4		14	
M365	Microsoft OneDrive	1 Day	R 1 855,00		26		7		21	
-	Power BI Level I	1 Day	R 1 650,00	18	23,29	7,20	10	29	19	
-	Power BI Level II	1 Day	R 1 650,00	19	24,30	8,21	11	30	20	
TRAINING DELIVERY OPTIONS										
Corporate Training Centres Johannesburg, Melrose Arch - 087 941 5764 Cape Town, Foreshore - 087 941 5764 Durban, Broadlands - 087 941 5764 sales@impactful.co.za www.impactful.co.za			Virtual Instructor Led Training (VILT) Closed Group Training Customised Training				 IMPACTFUL Powered by LRMG			