


MICROSOFT OFFICE COURSE SCHEDULE



END-USER									
Version	Course Name	Duration	Price excl. VAT	Jan	Feb	Mar	Apr	May	Jun
Intro	Basic Computer Skills (Windows, Typing, Word, Excel, Outlook)	3 Days	R 4 452,00	6		3		5	
MICROSOFT OUTLOOK									
Version	Course Name	Duration	Price excl. VAT	Jan	Feb	Mar	Apr	May	Jun
2016 / 2019	Outlook Essentials - Level 1	1 Day	R 1 564,00	9		6		8	
2016 / 2019	Outlook Advanced Features - Level 2	1 Day	R 1 564,00	10		7		9	
MICROSOFT WORD									
Version	Course Name	Duration	Price excl. VAT	Jan	Feb	Mar	Apr	May	Jun
2016 / 2019	Word Essentials - Level 1	1 Day	R 1 564,00	13	3	10	7	12	
2016 / 2019	Word Intermediate - Level 2	1 Day	R 1 643,00	14	4	11	8	13	
2016 / 2019	Word Advanced Features - Level 3	1 Day	R 1 643,00	15	5	12	9	14	
GEN AI									
Version	Course Name	Duration	Price excl. VAT	Jan	Feb	Mar	Apr	May	Jun
-	Getting the Most from Your Spreadsheets with GenAI	1 Day	R 1 564,00		6		10		2
-	Getting the Most from Your Documents with GenAI	Half Day	R 990,00		7		11		3
-	Getting the Most from Your Presentations with GenAI	Half Day	R 990,00		7		11		3
MICROSOFT COPILOT									
Version	Course Name	Duration	Price excl. VAT	Jan	Feb	Mar	Apr	May	Jun
MS-4004	Empower your workforce with Copilot for Microsoft 365 Use Cases	1 Day	R 2 900,00	13	3		14		4
MS-4005	Craft Effective Prompts with Copilot for Microsoft 365	1 Day	R 2 900,00	14	4		15		5
MS-4017	Manage and extend Microsoft 365 Copilot	1 Day	R 2 900,00	15	5		16		6
MICROSOFT EXCEL									
Version	Course Name	Duration	Price excl. VAT	Jan	Feb	Mar	Apr	May	Jun
2016 / 2019	Excel Essentials – Level 1	1 Day	R 1 564,00	6, 20	10, 24	3, 10	7, 14	5, 12	2, 9
2016 / 2019	Excel Data Analysis - Level 2	2 Days	R 3 170,00	13, 23	17, 27	10, 17	14, 22	12, 19	9, 17
2016 / 2019	Excel Advanced Formulas - Level 3	2 Days	R 3 170,00	13, 27	10, 20	17, 24	22, 28	19, 26	17, 23
2016	Excel Creating Digital Dashboards	3 Days	R 5 060,00	27		24		5	
2016	Excel Programming in Visual Basic	5 Days	R 8 427,00		17		28		9
2016	Excel Financial Modeling	2 Days	R 5 830,00	30		19		8	
2016	Excel Maximising Pivot Tables	1 Day	R 1 643,00	6		20		14	
-	Storytelling and Presenting with Data	2 Days	R 5 900,00		24		8		11
MICROSOFT POWERPOINT									
Version	Course Name	Duration	Price excl. VAT	Jan	Feb	Mar	Apr	May	Jun
	Microsoft PowerPoint Essentials	1 Day	R 1 564,00	16	6	11	15	28	12
	Microsoft PowerPoint Advanced Features	1 Day	R 1 564,00	17	7	12	16	29	13
MICROSOFT ACCESS									
Version	Course Name	Duration	Price excl. VAT	Jan	Feb	Mar	Apr	May	Jun
2016 / 2019	Access Essentials - Level 1	1 Day	R 1 643,00				22		
2016 / 2019	Access Intermediate - Level 2	1 Day	R 1 643,00				23		
2016 / 2019	Access Advanced Features - Level 3	1 Day	R 1 643,00				24		
MICROSOFT PROJECT									
Version	Course Name	Duration	Price excl. VAT	Jan	Feb	Mar	Apr	May	Jun
2016 / 2019	Project Essentials - Level 1	1 Day	R 1 643,00				25		
2016 / 2019	Project Advanced Features - Level 2	1 Day	R 1 643,00				29		
MICROSOFT VISIO									
Version	Course Name	Duration	Price excl. VAT	Jan	Feb	Mar	Apr	May	Jun
2019	Visio Essentials - Level 1	1 Day	R 1 643,00				30		
2019	Visio Advanced - Level 2	1 Day	R 1 643,00					2	

MICROSOFT 365									
Version	Course Name	Duration	Price excl. VAT	Jan	Feb	Mar	Apr	May	Jun
M365	Microsoft Power Apps for End Users	2 Days	R 3 710,00			18			3
M365	Microsoft Power Automate for End Users	1 Day	R 1 855,00			20			5
M365	Microsoft Lists for End Users	1 Day	R 1 855,00			24			6
M365	Microsoft TEAMS for End Users	1 Day	R 1 855,00			25			19
M365	Microsoft Office 365 for the End-User	1 Day	R 1 643,00			26			20
M365	Microsoft Office 365 Power User	3 Days	R 5 565,00			10			23
M365	Microsoft OneDrive	1 Day	R 1 855,00			13			26
-	Power BI Level I	1 Day	R 1 650,00	20	17	24	21	19	23
-	Power BI Level II	1 Day	R 1 650,00	21	18	25	22	20	24
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			