

COURSE NAME	TRAINING CONTENT	DATES AND VENUES			
		Venue	Sep'19	Oct'19	Nov'19
MS EXCEL 2016 LEVEL 1 1 FULL DAY (9:00 - 16:00) 2 EVENINGS DAY (18:00 - 21:00) R3300 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	Sep'19	Oct'19	Nov'19
		PTA	09	08	11
		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	Sep'19	Oct'19	Nov'19
		PTA	10-11	15-16	12-13
		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	Sep'19	Oct'19	Nov'19
		PTA	12-13	22-23	14-15
		EVENING	On request	On request	On request

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Class dates and times are subject to change

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EXCEL ON STEROIDS 2 FULL DAYS (9:00 - 16:00) R6498 pp excl VAT	<p><i>Excel on Steroids is a more than just an advanced Excel course, it focuses on Excel features that are key to business reporting.</i></p> <p>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.</p> <p>Click here</p>	Midrand	19-20	17-18	14-15
		Venue	Sep'19	Oct'19	Nov'19
EXCEL ON STEROIDS PLUS 2016 2 FULL DAYS (9:00 - 16:30) R6498 pp excl VAT	<p>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.</p> <p>Click here</p>	Midrand	On request	On request	On request
		Venue	Sep'19	Oct'19	Nov'19
MS EXCEL DASHBOARD REPORTS 2 FULL DAYS (9:00 - 16:00) R4400 pp excl VAT	<p>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.</p> <p>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.</p> <p>Click here</p>	PTA	27-28	On request	On request
		Venue	Sep'19	Oct'19	Nov'19
MS EXCEL VBA PROGRAMMING 3 FULL DAYS (9:00 - 16:00) (9:00 - 16:00) R5500 pp excl VAT	<p>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.</p> <p>Click here</p>	PTA	On request	On request	On request
		Venue	Sep'19	Oct'19	Nov'19
MS EXCEL POWER PIVOT 1 FULL DAY (9:00 - 16:00) R3580 pp excl VAT	<p>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.</p> <p>Click here</p>	PTA	On request	On request	On request
		Venue	Sep'19	Oct'19	Nov'19

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MS TEAMS 365 INTRODUCTION 1 FULL DAY (9:00 - 16:00) 2 EVENINGS DAY (18:00 - 21:00) R2300 pp excl VAT	Microsoft Teams is the hub for teamwork in Office 365. This course will provide an overview of how to use features within Teams such as chat, online meetings, calls and more. Learn the core features of Teams and how it relates to other Office 365 apps to make your team more productive. Click here	PTA	On request	0	0
		Venue	Sep'19	Oct'19	Nov'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	04	On request	04
		Venue	Sep'19	Oct'19	Nov'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	05	On request	06
		Venue	Sep'19	Oct'19	Nov'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	06	On request	08
		Venue	Sep'19	Oct'19	Nov'19

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MS POWER POINT LEVEL 1 1 FULL DAY (9:00 - 16:00) R2400 pp excl VAT	<p>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.</p> <p>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.</p> <p>Click here</p>	PTA	On request	On request	18
		Venue	Sep'19	Oct'19	Nov'19
MS POWER POINT LEVEL 2 1 FULL DAY (9:00 - 16:00) R2400 pp excl VAT	<p>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.</p> <p>Click here</p>	PTA	On request	On request	19
		Venue	Sep'19	Oct'19	Nov'19
MS OUTLOOK LEVEL 1 1 FULL DAY (9:00 - 16:00) R2400 pp excl VAT	<p>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.</p> <p>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.</p> <p>Click here</p>	PTA	On request	24	On request
		Venue	Sep'19	Oct'19	Nov'19
MS OUTLOOK LEVEL 2 1 FULL DAY (9:00 - 16:00) R2400 pp excl VAT	<p>You will customize the Outlook environment, calendar, and mail messages, and will also track, share, assign, and quickly locate various Outlook items.</p> <p>Click here</p>	PTA	On request	25	On request
		Venue	Sep'19	Oct'19	Nov'19

COURSE NAME	TRAINING CONTENT	DATES AND VENUES			
		Venue	Sep'19	Oct'19	Nov'19
MS ACCESS LEVEL 1 1 FULL DAY (9:00 - 16:00) R3300 pp excl VAT	Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft® Office Access™ 2016 relational database application. Click here	PTA	On request	On request	On request
		Venue	Sep'19	Oct'19	Nov'19
MS ACCESS LEVEL 2 1 FULL DAY (9:00 - 16:00) R3300 pp excl VAT	In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications. Click here	PTA	On request	On request	On request
		Venue	Sep'19	Oct'19	Nov'19
MS ACCESS LEVEL 3 1 FULL DAY (9:00 - 16:00) R3300 pp excl VAT	In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database. Click here	PTA	On request	On request	On request
		Venue	Sep'19	Oct'19	Nov'19

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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 Teams 365 Introduction			
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			
MS Access 2016 Level 1			
MS Access 2016 Level 2			
MS Access 2016 Level 3			

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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