

Sage Pastel Payroll & HR Training

Microsoft Excel Training Schedule & Booking Form



This course will give self-taught users a comprehensive all round knowledge of Microsoft Excel. Advanced users will gain in-depth coverage of key Microsoft Excel functionality relevant to business reporting.

If you use Excel for financial or operational reporting, this advanced program will help you take full advantage of the powerful reporting and analysis capabilities of Excel.

Excel Intermediate

Investment per delegate: R2, 166 Incl. VAT

Duration: 1 Full day

Registrations: 08h30 – 09h00 / Duration: 09h00 – 16h30

Who should attend? Users who are familiar with the basics of MS Excel but require knowledge of more advanced features.

What the course includes:

- Emailed exercises to practice
- 3 months email support
- 3 months to access to the Sage Intelligence Academy
- Assessment after completion to measure your new Excel skills
- Certificate on completing the course and passing the assessment
- Weekly Excel tips and tricks

Highlights

- File formats, styles, types, columns and rows.
- Working with formulae.
- Creating multiple sheets.
- Formatting and editing worksheets.
- Defining the print and page setup.
- How to apply functions (Sum, AutoSum, Average, Max, Text and Conditional Formatting).
- Creating and editing charts.

Area

Johannesburg

Pretoria

Cape Town

Durban

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Chat to us today.
021 979 25 31 | 082 486 1542
paulene@starkaccountingservices.co.za

Excel On Steroids

Investment per delegate: R5, 472 Incl. VAT

Assessment per delegate: R855 incl. VAT

Duration: 2 Full days

Registrations: 08h30 – 09h00 / Duration: 09h00 – 16h30

Who should attend? Directors, managers and anyone else who uses MS Excel extensively for report writing will benefit from this course.

What the course includes:

- Emailed exercises to practice
- 3 months email support
- 3 months to access to the Sage Intelligence Academy
- Assessment after completion to measure your new Excel skills
- Certificate on completing the course and passing the assessment
- Weekly Excel tips and tricks

Highlights

- Copying and moving worksheets.
- Consolidating worksheets into one.
- Formulae and formulae protection - passwords
- Sorting data lists by using the Custom List function e.g. dates, values.
- Using subtotals within data.
- Data capturing by using the Data Validation function e.g. making sure only positive numbers are used.
- Grouping rows and columns.
- Understanding the definitions and layout of pivot tables.
- Summarising data using pivot tables.
- Creating formulae within pivot tables.
- Graphically representing your pivot table by creating a pivot chart.
- Vlookups – using this function to find data in a table.

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Johannesburg

Pretoria

Cape Town

Durban

Microsoft Excel Training Booking Form

(Please send your completed booking form +27 865 314 916, email: Paulene@starkaccountingservices.co.za)

Booking information

| | |
|------------------------------------|------------------------|
| Company Name: | Site code: |
| Delegate name 1: | Delegate name 2: |
| Date/s attending: | Course/s attending: |
| Area of attendance: | Tel No: |
| Cell No: | Allergies/ Vegetarian: |
| E-mail Address: | |
| Company registration number: | |
| ID number (please include a copy): | |

NB: Please note that your company registration & ID numbers are mandatory.
***Please note that only our Cape Town and Durban branches cater for Halaal meals.**

Payment option:
Deposit/Transfer (Please attach proof of payment together with your booking form)
Account Details: Stark Accounting Services Pty Ltd, Nedbank Account: 102 171 4895, Branch 198 765

Terms and conditions:
Seats are allocated on a first-come-first-served basis • Attendee substitutions must be made at least 2 working day prior to the course commencement date. **Cancellations** – strictly NO cancellations accepted. Online forms received, signing of this form, faxed or emailed, will be regarded as a confirmed booking. Note that irrespective of attendance, full fees will be payable. **Reschedules** are only accepted upon written notification at least 2 working days prior to the course commencement date. You are only allowed one reschedule. Sage Pastel Payroll reserves the right to cancel any training should there be an insufficient number of delegates booked for that event.

I hereby agree to the above,

Date:

Name:

Signature:

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