



MS Excel Intermediate Training Schedule & Booking Form

This course will give self-taught users a comprehensive all round knowledge of Microsoft Excel. Advanced users will gain the tools and techniques required to utilize MS Excel to its full potential and beyond!

Booking information

Company Name:

Account number:

Delegate name 1:

Delegate name 2:

Date/s attending:

Course/s attending:

Area of attendance:

Tel No:

Cell No:

Food allergies/ requirements:

E-mail Address:

Company registration number:

ID number (please include a copy):

NB: Please note that your company registration number is mandatory. Only fill in your ID number if you are booking privately.

Payment option 1:

Deposit/Transfer (Please attach proof of payment together with your booking form)

Account Details: Sage Pastel Payroll – a Division of Sage South Africa (Pty) Ltd, ABSA Sandton City,
Branch Code: 632005, Account No: 4063360120.

Payment option 2: To pay via Credit Card, please visit www.pastelpayroll.co.za

Terms and conditions:

Seats are allocated on a first-come-first-served basis • Attendee substitutions must be made at least 2 working days prior to the course commencement date.

Reschedules are only accepted upon written notification at least 2 working days prior to the course commencement date failing which a R150 fee will be levied.

Cancellations – No cancellations accepted.

If rescheduling or cancelling, an exception is made in the event that death of a family member has occurred or hospitalisation in respect of the intended delegate for which valid proof thereof is required. Sage Pastel Payroll & HR reserves the right to cancel any course should there be an insufficient number of delegates booked for that course. In the case that a course is cancelled, the delegate will be informed at least 5 working days before the allotted commencement date. In addition, the intended delegate will be offered the opportunity to reschedule to a new date alternatively a full refund can be issued.

I hereby agree to the above,

Date:

Signature:

Call us. Email us.

Chat to us today.

JHB +27 11 304 4270 | CPT +27 21 522 7400 | DBN +27 31 537 7100

training@pastelpayroll.co.za

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MS Excel Intermediate Training

Investment per delegate: R1, 824 Incl. VAT

Assessment per delegate: R285 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.

Highlights

- File formats, columns and rows.
- Working with formulae.
- Creating multiple views.
- Formatting and editing worksheets.
- Defining the print and page setup.
- Using functions (Sum, AutoSum, Average, Max, Text and Conditional Formatting).
- Creating and editing charts.

Venue & Area	September	October	November
Sage Conferencing, Johannesburg	-	13	17
Sage Head Office, Pretoria	26	20	24

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