

# ICT PROFESSIONAL MICROSOFT OFFICE SCHEDULE CAPE TOWN



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## ICT PROFESSIONAL: MICROSOFT OFFICE CAPE TOWN 2018

Version	Course Name	Unit Standards	Duration (Days)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Cost (Excl VAT)
<b>END USER TRAINING (START DATE)</b>																
Intro	Basic Computer Skills <small>(Intro to PC's, Windows, Typing, Word, Excel, Outlook, Internet)</small>	Refer to Overview	3	10	5	5	9	7	6	4	6	5	8	5	5	R 3,475
Windows 8	Windows 8 for End-Users	-	1	Offered on Demand for Closed Group Training Sessions												R 1,175
Windows 10	Transitioning from Windows 7	-	1	Offered on Demand for Closed Group Training Sessions												POA
Office 2016	Transitioning from Office 2007 / 2010	-	1	Offered on Demand for Closed Group Training Sessions												POA
Windows 10	Windows 10 for End-Users	-	1	8	1	1	3	2	4	2	1	3	2	1	3	R 1,175
Office 365	55154: Office 365, Including Skype for Business	-	1	9	2	2	4	7	5	3	2	4	4	2	4	R 1,175
<b>MICROSOFT WORD TRAINING (START DATE)</b>																
2013	Word Essentials - Level 1	117925, 258898	1	15	9	12	12	21	18	16	10	12	12	19	14	R 1,175
	Word Intermediate - Level 2	117925, 258898, 116942, 119078, 285877	1	16		13		22		17		13		20		R 1,275
	Word Advanced Features - Level 3	116942, 119078, 258877	1	17		14		23		18		14		21		R 1,275
2016	Word Essentials - Level 1	117925, 258898	1	15	15	12	12	21	18	16	10	12	12	19	14	R 1,175
	Word Styles and Formatting - Level 2	117925, 258898, 116942, 119078, 285877	1	16		13		22		17		13		20		R 1,275
	Word Advanced Features - Level 3	116942, 119078, 258877	1	17		14		23		18		14		21		R 1,275
<b>MICROSOFT OUTLOOK TRAINING (START DATE)</b>																
2013	Outlook Essentials - Level 1	116935, 116945, 258897, 114984	1	25	16	8	13	24	19	19	3	10	11	22	13	R 1,175
	Outlook Advanced Features - Level 2	116935, 116945, 258897, 114984	1	26		9		25		20		11		23		R 1,175
2016	Outlook Essentials - Level 1	116935, 116945, 258897, 114984	1	25	16	8	13	24	19	19	3	10	11	22	13	R 1,175
	Outlook Advanced Features - Level 2	116935, 116945, 258897, 114984	1	26		9		25		20		11		23		R 1,175

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<b>MICROSOFT EXCEL TRAINING (START DATE)</b>																
2010	Excel Essentials – Level 1	116937, 116940	1	15,29	12,26	12,23	9,23	7,21	4,18	2,16,30	13,27	10	8,22	5,19	3	R 1,175
	Excel Data Analysis – Level 2	116943	2	16,30	13,27	13,27	10,24	8,22	5,19	3,17,31	14,28	11,25	9,23	6,20	4	R 2,475
	Excel Advanced Features – Level 3	116940, 25882	2	18	1,15	15,28	12	10,24	7,21	5,19	16,30	13,27	11,25	8,22	6	R 2,475
2013	Excel Essentials – Level 1	116937, 116940	1	8,22	5,19	5,16	16,30	14,28	11,25	9,23	6,20	3,17	1,15,29	12,26	10	R 1,175
	Excel Data Analysis – Level 2	116943	2	9,23	6,20	6,19	3,17	3,15,29	12,26	10,24	7,21	4,18	2,16,30	13,27	11,18	R 2,475
	Excel Advanced Features – Level 3	116940, 25882	2	11,25	8,22	8,22	5,19	17,31	14,28	12,26	23	6,20	4,18	15,29	13,20	R 2,475
2016	Excel Essentials – Level 1	116937, 116940	1	8,22	5,19	5,16	16,30	14,28	11,25	9,23	6,20	3,17	1,15,29	12,26	10	R 1,175
	Excel Data Analysis – Level 2	116943	2	9,23	6,20	6,19	3,17	3,15,29	12,26	10,24	7,21	4,18	2,16,30	13,27	11,18	R 2,475
	Excel Advanced Features – Level 3	116940, 25882	2	11,25	8,22	8,22	5,19	17,31	14,28	12,26	23	6,20	4,18	15,29	13,20	R 2,475
	Excel Creating Digital Dashboards	-	3		14		16		11		29		22		5	R 3,975
	Excel VBA	-	5	22	26			14			20			12		R 7,225
<b>MICROSOFT POWERPOINT TRAINING (START DATE)</b>																
2013	PowerPoint Essentials - Level 1	117923, 116930, 258880	1	18	12	1	23	10	21	30	13	20	25	8	10	R 1,175
	PowerPoint Advanced Features - Level 2	117923, 116930, 258880	1	19	13	2	24	11	22	31	14	21	26	9	11	R 1,175
2016	PowerPoint Essentials - Level 1		1	18	12	1	23	10	21	30	13	20	25	8	10	R 1,175
	PowerPoint Advanced Features - Level 2			19	13	2	24	11	22	31	14	21	26	9	11	R 1,175
<b>MICROSOFT DATABASE TRAINING (START DATE)</b>																
2013	Access Essentials - Level 1	116936, 117927, 258875, 258881	1		26		9		6		22		29		18	R 1,275
	Access Intermediate - Level 2	116936, 117927, 258875, 258881	1		27		10		7		23		30		19	R 1,275
	Access Advanced Features - Level 3	-	1		28		11		8		24		31		20	R 1,275
2016	Access Essentials - Level 1	116936, 117927, 258875, 258881	1		26		9		6		22		29		18	R 1,275
	Access Intermediate - Level 2	116936, 117927, 258875, 258881	1		27		10		7		23		30		19	R 1,275
	Access Advanced Features - Level 3	-	1		28		11		8		24		31		20	R 1,275
<b>MICROSOFT SHAREPOINT TRAINING (START DATE)</b>																
2013	SharePoint End User	-	1			1				19						R 1,360
	SharePoint Site Owner	-	1			2				20						R 1,360
2016	SharePoint End User	-	1					10					11			R 1,360
	SharePoint Site Owner	-	1					11					12			R 1,360
<b>MICROSOFT PROJECT TRAINING (START DATE)</b>																
2013	Project Essentials - Level 1	-	1	29		19		28		2		17		26		R 1,275
	Project Advanced Features - Level 2	-	1	30		20		29		24		18		27		R 1,275
2016	Project Essentials - Level 1	-	1	29		19		28		23		17		26		R 1,275
	Project Advanced Features - Level 2	-	1	30		20		29		24		18		27		R 1,275

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<b>OTHER (START DATE)</b>																
2013	Visio Essentials - Level 1	-	1		8			17			21			29		R 1,275
	Visio Advanced Features - Level 2	-	1		9			18			22			30		R 1,275
2016	Visio Essentials - Level 1	-	1		8			17			21			29		R 1,275
	Visio Advanced Features - Level 2	-	1		9			18			22			30		R 1,275
2016	MS One Note	-	0.5	Offered on Demand for Closed Group Training Sessions												R 875

Please note that SAQA Unit Standards aligned courses do not imply assessment on the NQF. For more information consult the Bytes People Solutions contact person.

## ABOUT US:

Bytes People Solutions offers over 20 years' experience in guiding and implementing relevant and successful training solutions tailored to your business requirements, ranging in depth and duration. We believe that an individual's true potential lies in their ability to recognise and explore the possibilities in front of them. The same philosophy applies to the ways in which people use Microsoft Office. Whether using Pivot tables to summarise data in Excel and export it to a PowerPoint presentation, taking notes in the most effective way by using OneNote, or collaborating with colleagues through SharePoint and Skype for Business, people only complete the task at hand based on their knowledge of the products and not always against the products' full potential. Unlock the productivity benefits of your workforce by ensuring that your employees fully understand the product features that Microsoft Office offers and how these features can be applied in performing their tasks.

## LOCATIONS:

Our classroom courses are held in Midrand, Cape Town, and Durban where we have state of the art training facilities. We also provide in-house training solutions at any office location in South Africa and SADC.

We also provide flexibility in a variety of formats including:

- In-House Classroom Training
- Microsoft Office Migration Projects
- Large-Scale Corporate Rollouts
- Tips and Tricks Information Sessions

**Gold Status Microsoft Learning Partner  
MICT Seta Accredited Training Provider**

## OUR CONTACT DETAILS:

### Midrand Venue

241 Third Rd  
Halfway Gardens  
Midrand  
Gauteng  
Tel: 011 205 7000 / 7997  
Fax: 011 205 7110  
Email: gauteng.sales@bytes.co.za

### Durban Venue

2nd Floor, Gateview  
3 Sugar Close  
Umhlanga Ridge  
Tel: 031 830 9400  
Fax: 031 566 4695  
Email: dbn.sales@bytes.co.za

### Cape Town Venue

Ground Floor, Oceana House  
25 Jan Smuts Street  
Cape Town  
Tel: 021 832 1700  
Fax: 021 418 0026  
Email: ctn.sales@bytes.co.za

### Cape Town (Satellite Training Centre)

Sanlam Head Office  
2 Strand Road  
Bellville  
Tel: 021 832 1700  
Fax: 021 418 0026  
Email: ctn.sales@bytes.co.za

## WHAT OUR CUSTOMERS SAY:

"A very comfortable & friendly environment. The instructor explains very well and this makes understanding easy."

"Doing training at Bytes People Solution was fun, I had a great time. It's was my first time and I think it won't be the last, thanks Bytes you are the best!"

"Enjoyed the course which was both informative and interesting and will be put into great use. I needed this course and the training provided. Thank you"

"I HAVE LEARNT ALOT ABOUT EXCEL AND FELT THAT THE INSTRUCTOR WAS EXCELLENT"

"I have learnt a lot during this course and definitely will be telling others about Bytes People Solutions and their friendly staff. Thank you!"

"I learnt a lot of different things that I never knew."

"I was impressed with Bytes over all. I would definitely come through for more training in the future."

"I was impressed with the level of service from the reception, absolutely polite and accommodating. All facilities were clean and neat."

"I will be very happy to attend many more courses with Bytes People Solutions. I was very impressed with their service and the execution of the course as a whole."

"An excellent course! The trainer was very knowledgeable and interested in the subject, brilliant!"

## ✓ RE-ATTEND A COURSE:

Everyone needs the opportunity to try again. Should you still have question marks after attending a scheduled Microsoft Office course at one of the Bytes People Solutions training centres, or you need further guidance; we have the perfect solution for you. Why not re-attend the same course at no additional cost?

We appreciate that many of us require a second chance to grow into developing skills. We offer this value added service as a quality guarantee to all our customers. All you have to do is let us know should you wish to re-attend a Microsoft Office course and one of our consultants will gladly assist. Free re-attendance must be attended within six months of the initial course attendance.

## ✓ FREE ON-LINE SCREENING ASSESSMENTS:

ProQuiz is a proprietary Bytes People Solutions on-line assessment portal for Windows and Microsoft Office applications. ProQuiz facilitates pre-course screening, correct course and level enrolments, and identifies overall skills gaps per training level. With ProQuiz, organisations can now ensure that greater employee training and investments are achieved.

ProQuiz offers the following unique benefits:

- Nine assessment options (called Knowledge Based Questionnaires)
- Always available and seamless access via the internet
- Simple to request registration through our sales departments, and
- ProQuiz provides summary result reports with training recommendations

## ✓ CLASSROOM IN A BOX:

You have the option to choose where your next IT Training project must be completed. Attend at one of Bytes People Solutions national offices or request for group training projects to be presented within your own business environment.

Our classroom-in-a-box solution is an all-in-one service consisting of training, content, computer equipment, and presentation equipment. Training venues typically used are: meeting rooms, board rooms or conference venues.

Contact Bytes People Solutions for ease of mind service and professional training delivery at the venue of your choice.

