

# ICT PROFESSIONAL: MICROSOFT OFFICE SCHEDULE DURBAN



**BYTES**  
PEOPLE SOLUTIONS

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## ICT PROFESSIONAL: MICROSOFT OFFICE DURBAN

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>																
Windows 8	Windows 8 for End-Users	-	1	Presently offered on demand for closed group training sessions												R 1 095
Windows 10	Transitioning from Windows 7	-	1	Customised options for End User Training and Adoption												POA
Office 2016	Transitioning from Office 2007 / 2010	-	1	Customised options for End User Training and Adoption												POA
Windows 10	Windows 10 for End-Users	-	1		27	8	6	29	14	3	1	4	2	27		R 1 095
Office 365	55154: Office 365, Including Skype for Business	-	1	19	28	16	21	30	28	4	7	5	3	28		R 1 095
PC	Basic Computer Skills (Intro to PC's, Windows, Typing, Word, Excel, Outlook, Internet)	Refer to Overview	3	18	1	1	3	2,31		5	2	6	4	1,29		R 3 285
<b>MICROSOFT WORD TRAINING (START DATE)</b>																
2010	Word Essentials - Level 1	117925, 258898	1	12	6	13	10	8	12	10	14	11	9	6	4	R 1 095
	Word Styles and Formatting - Level 2	117925, 258898, 116942, 119078, 285877	1	13	7	14	11	9	13	11	15	12	10	7	5	R 1 195
	Word Advanced Features - Level 3	116942, 119078, 258877	1	16	10	17	13	10	15	14	18	15	13	10	8	R 1 195
2013	Word Essentials - Level 1	117925, 258898	1	12	6	13,20	10	8	12	10	14	11	9	6	4	R 1 095
	Word Styles and Formatting - Level 2	117925, 258898, 116942, 119078, 285877	1	13	7	14	11	9	13	11	15	12	10	7	5	R 1 195
	Word Advanced Features - Level 3	116942, 119078, 258877	1	16	10	17	13	10	15	14	18	15	13	10	8	R 1 195
2016	Word Level 1, Level 2, or Level 3	As Above	1	Presently offered on demand for closed group training sessions												As Above
<b>MICROSOFT OUTLOOK TRAINING (START DATE)</b>																
2013	Outlook Essentials - Level 1	116935, 116945, 258897, 114984	1	20		16		18		24		28		13		R 1 095
	Outlook Advanced Features - Level 2	116935, 116945, 258897, 114984	1		16		20		20		8		24		7	R 1 095
2016	Outlook Level 1 or Level 2	As Above	1	Presently offered on demand for closed group training sessions												As Above

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<b>MICROSOFT EXCEL TRAINING (START DATE)</b>																
2010	Excel Essentials – Level 1	116937, 116940	1	16,30	13,27	13,27	7,24	8,22	5,19	3,17,31	14,28	11,26	9,23	6,20	4,18	R 1 095
	Excel Data Analysis – Level 2	116943	2	17,31	1,14,28	14,28	10,25	9,23	6,20	4,18	1,15,29	12,27	10,24	7,21	5,19	R 2 365
	Excel Advanced Features – Level 3	116940, 25882	2	19	2,16	2,16,30	12,18	11,29	8,22	6,20	3,17,31	14	12,26	9,23	7,21	R 2 365
2013	Excel Essentials – Level 1	116937, 116940	1	9,23	6,20	6,22	5,12	3,15,29	13,26	10,24	8,21	4,18	2,16,30	13,27	11	R 1 095
	Excel Data Analysis – Level 2	116943	2	10,24	7,21	7,23	4,10,18	4,16,30	14,27	11,25	10,22	5,19	3,17,31	14,28	12	R 2 365
	Excel Advanced Features – Level 3	116940, 25882	2	12,26	9,23	9,23,30	6,20	11,18	1,29	13,27	24	7,21	5,19	2,16,30	14	R 2 365
2010/13	Excel VBA	-	5		20			22			28				18	R 6 875
2010	Excel Amazing Macros	-	1	18		15		5		26		21		14		R 1 195
2013	Excel Creating Digital Dashboards	-	3	30		22			21			18		15		R 3 785
2016	Excel Level 1, Level 2 or Level 3	As Above	1	Presently offered on demand for closed group training sessions												As Above
<b>MICROSOFT POWERPOINT TRAINING (START DATE)</b>																
2013	PowerPoint Essentials - Level 1	117923, 116930, 258880	1		15		26		19		7		16		6	R 1 095
	PowerPoint Advanced Features - Level 2	117923, 116930, 258880	1			10		19		19		27		24		R 1 095
2016	PowerPoint Level 1 or Level 2	As Above	1	Presently offered on demand for closed group training sessions												As Above
<b>MICROSOFT DATABASE TRAINING (START DATE)</b>																
2013	Access Essentials - Level 1	116936, 117927, 258875, 258881	1		13		24		26		21		25		13	R 1 195
	Access Intermediate - Level 2	116936, 117927, 258875, 258881	1		14		25		27		22		26		14	R 1 195
	Access Advanced Features - Level 3	-	1		17		26		30		23		27		15	R 1 195
2016	Access Level 1 or Level 2	As Above	1	Presently offered on demand for closed group training sessions												As Above
<b>MICROSOFT SHAREPOINT TRAINING (START DATE)</b>																
2013	SharePoint End User	-	1	26		6		17	15			7		23		R 1 295
	SharePoint Site Owner	-	2		8		25					8		24		R 1 295
<b>MICROSOFT PROJECT TRAINING (START DATE)</b>																
2013	Project Essentials - Level 1	-	1	16		22		15		20		26		20		R 1 195
	Project Advanced Features - Level 2	-	1	17		23		16		21		27		21		R 1 195
2016	Project Level 1 or Level 2	As Above	1	Presently offered on demand for closed group training sessions												As Above
<b>OTHER (START DATE)</b>																
2013	Visio Essentials - Level 1	-	1		27			29			10			20		R 1 195
	Visio Advanced Features - Level 2	-	1		28			30			11			21		R 1 195
2013	MS One Note	-	0,5	Presently offered on demand for closed group training sessions												R 795

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.