Price Increase – 2020

In 2020 we start a new DECADE:

It is also Keybase Benoni's 30th Birthday and our 20th Birthday

We have therefore decided that there will be NO PRICE INCREASE in 2020!

Course:	What you will learn to do:	Date:	2019 Price (Excl. VAT):
Microsoft Excel Level 1: Basic	You will learn how to navigate the Microsoft Excel environment; create, edit, format and print worksheets on a basic level. Use basic formulas.	**4 & 5 November 2019**	**R 2 845.00**
Microsoft Excel Level 3: Data Management	You will learn how to enhance spreadsheet functions; create advanced formulas such as IF statements, PMT formulas, LOOKUPS, macros, templates and more.	**4 & 5 November 2019**	**R 4 995.00**
Computer Literacy	You will learn how to operate a computer. Basic use of Windows. Create a simple spreadsheet in Excel, a document in Word and send an e-mail in Outlook.	**6 – 8 November 2019**	**R 4 095.00**
Microsoft Excel Level 2: Intermediate	You will learn how to modify worksheet data; format a worksheet, use basic formulas and functions, print workbook contents, modify a workbook, enhance basic formulas, manage workbooks, graphically display data and customise the environment.	**11 & 12 November 2019**	**R 2 845.00**
Microsoft Excel Level 4: Complex Formulas	You will learn how to enhance spreadsheet functions; create advanced formulas such as IF statements, PMT formulas, LOOKUPS, macros, templates and more.	**11 & 12 November 2019**	**R 4 995.00**
Microsoft Word Level 2: Intermediate	You will learn how to work with documents, format text and paragraphs, control document layout, create tables and columns and use mail merge.	**13 & 14 November 2019**	**R 2 845.00**
Microsoft Excel Level 5: PivotTable and Dashboards	You will learn how to work efficiently and effectively within databases and you will be able to produce instant results using your newly founded PivotTable skills and professional dashboards.	**13 & 14 November 2019**	**R 4 995.00**
Microsoft PowerPoint Level 1: Basic	You will learn how to navigate the PowerPoint environment, create a basic presentation, modify a presentation and work with graphics.	**15 November 2019**	**R 1 395.00**

Please remember that courses are subject to change without notice. Always make sure you contact us for confirmation.