

ICT PROFESSIONAL: MICROSOFT OFFICE SCHEDULE CAPE TOWN



BYTES
PEOPLE SOLUTIONS

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Corporate Training Centre
Ground Floor, Oceana House
25 Jan Smuts Street, Foreshore
Cape Town
Tel: +27 (21) 832-1700
Fax: +27 (21) 418-0026
Email: ctn.sales@bytes.co.za
www.bytespeoplesolutions.co.za

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Version	Course Name	Unit Standards	Duration (Days)	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Cost (Excl VAT)
END USER TRAINING																
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 or R1050
Office 2016	Transitioning from Office 2007 / 2010	-	1	Customised options for End User Training and Adoption												POA or R1050
Windows 10	Windows 10 for End-Users	-	1		3		7		2		2		13		4	R 1 095
Office 365	55154: Office 365, Including Skype for Business	-	1	16	10	6	18	24	12	17	24	15	23	13	8	R 1 095
PC	Basic Computer Skills (Intro to PC's, Windows, Typing, Word, Excel, Outlook, Internet)	Refer to Overview	3			27				3		18		20	13	R 3 285
MICROSOFT WORD TRAINING																
2010	Word Essentials - Level 1	117925, 258898	1	11	8	1	18	10	14	6	21	1	12	10	12	R 1 095
	Word Styles and Formatting - Level 2	117925, 258898, 116942, 119078, 285877	1	17	9	10	24	17	19	10	23	7	19	17	14	R 1 195
	Word Advanced Features - Level 3	116942, 119078, 258877	1	20	24	20	28	26	21	18		21	25	23	20	R 1 195
2013	Word Essentials - Level 1	117925, 258898	1	11	8	1	18	10	14	6	21	1	12	10	12	R 1 095
	Word Styles and Formatting - Level 2	117925, 258898, 116942, 119078, 285877	1	17	9	10	24	17	19	10	23	7	19	17	14	R 1 195
	Word Advanced Features - Level 3	116942, 119078, 258877	1	20	24	20	28	26	21	18		21	25	23	20	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
MICROSOFT OUTLOOK TRAINING																
2013	Outlook Essentials - Level 1	116935, 116945, 258897, 114984	1		9	7			15	17		12		2	7	R 1 095
	Outlook Advanced Features - Level 2	116935, 116945, 258897, 114984	1		15	13			22	19		14		6	8	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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MICROSOFT EXCEL TRAINING

2010	Excel Essentials – Level 1	116937, 116940	1	13	1, 16	9, 22	13	2	13	14	1	11	2	14	1	R 1 095
	Excel Data Analysis – Level 2	116943	2	18	6, 27	16, 30	20	8, 29	19, 29	19, 27	17	18	5	16	5	R 2 365
	Excel Advanced Features – Level 3	116940, 25882	2	26	20	27	25	18	26	31	22	28	16	27	18	R 2 365
2013	Excel Essentials – Level 1	116937, 116940	1	10	16	8	4	5	2	6	8	4	3	3	7	R 1 095
	Excel Data Analysis – Level 2	116943	2	12	20	13	6	11	6	10	10	13	12	8		R 2 365
	Excel Advanced Features – Level 3	116940, 25882	2	30	27	30	24	22	13	25	28	21	23	29		R 2 365
2010/13	Excel VBA	-	5	30					5						18	R 6 875
2010	Excel Amazing Macros	-	1		17			11		11		26	20		11	R 1 195
2010	MS Excel Maximising Pivot Tables				23		19		28		7		4			R 1 195
2010	Secrets of Excel		2	23		2		22			24		19	22		R 2 365
2013	Excel Creating Digital Dashboards	-	3				10					6				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

MICROSOFT POWERPOINT TRAINING

2013	PowerPoint Essentials - Level 1	117923, 116930, 258880	1	16	13		5	31		26	10		26		11	R 1 095
	PowerPoint Advanced Features - Level 2	117923, 116930, 258880	1	17	14		6		1	27	11		27		12	R 1 095
2016	PowerPoint Level 1 or Level 2	As Above	1	Presently offered on demand for closed group training sessions												As Above

MICROSOFT DATABASE TRAINING

2010	Access Essentials - Level 1	116936, 117927, 258875, 258881	1	19		2		15		24		13		7	18	R 1 195
	Access Intermediate - Level 2	116936, 117927, 258875, 258881	1	20		3		16		25		22		15	19	R 1 195
	Access Advanced Features - Level 3	-	1	25				25		26		28		29	20	R 1 195
2013 & 2016	Access Level 1 or Level 2	As Above	1	Presently offered on demand for closed group training sessions												As Above

MICROSOFT SHAREPOINT TRAINING

2010	SharePoint End User	-	1	30				8			4			20		R 1 295
	SharePoint Site Owner	-	2	31				9			5			21		R 2 990
2013	SharePoint End User	-	1		20		19		26		28		16		4	R 1 295
	55035: SharePoint Site Owner	-	2		21		20		27		29		17		5	R 2 990

MICROSOFT PROJECT TRAINING

2010	Project Essentials - Level 1	-	1	12		15				20						R 1 195
	Project Advanced Features - Level 2	-	1	26		29				21						R 1 195
2013 & 2016	Project Level 1 or Level 2	As Above	1	Presently offered on demand for closed group training sessions												As Above

OTHER

2013	Visio Essentials - Level 1	-	1			23				12		4				R 1 195
	Visio Advanced Features - Level 2	-	1			24				13		5				R 1 195
2016	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.

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.

