

Microsoft Courses

Amazing Macros

Venue

- Clearwater Office Park, Stubensvalley

Date & Duration

- 26 July 2010
- 1 day

Investment per delegate

- R 1,368.00 Incl. VAT
(R 1,200.00 Excl. VAT)

This in-depth one-day instructor-led course provides students with the knowledge and skills to use advanced features of Microsoft Excel macros. Participants will learn how to record macros, execute macros in variety of different methods, edit macros and create simple custom controls.

Lesson 1 – Using Macros

Lesson 2 – Recording Macros

Lesson 3 – Editing Macros

Lesson 4 – Using Custom Toolbars and menus

Lesson 5 – Adding Custom Controls to Worksheet

Contact us for complete course outline

Speaking with Charts

Venue

- Clearwater Office Park, Stubensvalley

Date & Duration

- 27 July 2010
- 1 day

Investment per delegate

- R 1,368.00 Incl. VAT
(R 1,200.00 Excl. VAT)

This in-depth one-day instructor-led course provides students with the knowledge and skills to create various Excel Charts such as Pie and Doughnut Charts, Bar and Column Charts, Line and Area Charts, Scatter and Bubble Charts as well as Interactive Charts with List and PivotCharts. Learn how to format charts and use advanced chart features.

Lesson 1 – Charts

Lesson 2 – Creating Charts in Excel

Lesson 3 – Formatting Charts

Lesson 4 – Advance Chart Features

Lesson 5 – Pie Charts and Doughnut Charts

Lesson 6 – Bar and Column Charts

Lesson 7 – Line and Area Charts

Lesson 8 – Scatter and Bubble Charts

Lesson 9 – Create Interactive Charts with List and PivotCharts

Contact us for complete course outline

Excel Formulas and Functions

<p>Venue</p> <ul style="list-style-type: none"> - Clearwater Office Park, Stubensvalley 	<p>This in-depth one-day instructor-led course provides students with the knowledge and skills to use statistical and logical functions, Lookup and reference formulas, text formulas and many more powerful formulas and functions that makes Excel excellent.</p> <p>Lesson 1 – Formulas and Functions Basic Lesson 2 – Statistical and Logical Function Lesson 3 – Lookup & Reference Formulas Lesson 4 – Text Formulas Lesson 5 – Date & Time Formulas Lesson 6 – Array and Database Functions Lesson 7 – Efficiency Tips</p> <p>Contact us for complete course outline</p>
<p>Date & Duration</p> <ul style="list-style-type: none"> - 28 July 2010 - 1 day 	
<p>Investment per delegate</p> <ul style="list-style-type: none"> - R 1,368.00 Incl. VAT (R 1,200.00 Excl. VAT) 	

Producing Creative Animations

<p>Venue</p> <ul style="list-style-type: none"> - Clearwater Office Park, Stubensvalley 	<p>This in-depth one-day instructor-led course provides students with the knowledge and skills to create custom animations, motion paths and animation effects in PowerPoint. Also learn to use timing options and special effects such as animating charts and using multimedia objects.</p> <p>Lesson 1 – Preset Animation Schemes Lesson 2 – Custom Animation Lesson 3 – More Custom Animation Effects Lesson 4 – Motion Paths Lesson 5 – Timing Options and Timeline Lesson 6 – Adding Special Effects</p> <p>Contact us for complete course outline</p>
<p>Date & Duration</p> <ul style="list-style-type: none"> - 2 July 2010 - 1 day 	
<p>Investment per delegate</p> <ul style="list-style-type: none"> - R 1,368.00 Incl. VAT (R 1,200.00 Excl. VAT) 	

Training Booking Form – Microsoft Courses

Please ensure that you complete and sign the Booking Form. Fax the completed Booking Form and proof of payment to: **(011) 679 1544** or e-mail a scanned copy to **training@konitek.co.za**

Company & Delegate(s) Details

Business Unit/Department	-	Order No	-
Cost Centre	-	VAT No:	-
Contact Person making booking	-	Telephone Number	-
Contact Person in Finance responsible for payment	-	E-mail Address	-

Delegate Details

Select Course	Delegate Name	Food Requirements / Allergies	Shuttle required
Amazing Macros			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Speaking with Charts			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Excel Formulas and Functions			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Producing Creative Animations			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Training registrations start at 8h00, training commences at 8h15. Most sessions finish at 16h00.

Payment Option

Direct Deposit/Transfer – Please attach proof of payment to your booking form.

Konitek Training & Development - First National Bank, Clearwater Mall, Account: 62083615636, Branch Code: 251 141

Important notice

Seats are allocated on a first-come-first-served basis • All Booking Forms must be accompanied by a proof of payment Postponements must be faxed or emailed to our Training Department at least 5 working days prior to the course commencement date or full course fees will be payable • Cancellations are only accepted upon written notification at least 10 working days prior to the course commencement date failing which a 20% cancellation fee will be levied. Failure to cancel within 5 working days of the course commencement date will incur full course fees. Substitutions can, however, be made at any time. Konitek reserves the right to cancel any course should there be an insufficient number of delegates booked for that course.

I hereby agree to the above mentioned:

Date: _____ Name: _____ Signature: _____