

Microsoft Applications							
Overview					Pricing (excluding VAT)		
Courses		Exam	Duration	Normal	Package	Savings	
Microsoft Office 2007 Intro							
	IN-WRD	Introduction to Microsoft Word 2007		1 days	R 900.00	R 1 950.00	R 1 650.00
	IN-EXL	Introduction to Microsoft Excel 2007		1 days	R 900.00		
	IN-PPT	Introduction to Microsoft PowerPoint 2007		1 days	R 900.00		
	IN-OUT	Introduction to Microsoft Outlook 2007		1 days	R 900.00		
Important information >>>>		Exams are not included in the price of the packages.					
Microsoft Office 2007 Complete package							
<p>The Microsoft Certified Application Specialist (MCAS) credential validates skills in using the 2007 Microsoft Office system and the Windows Vista operating system, meeting the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who successfully complete the program by passing a certification exam show that they can meet globally recognized performance standards.</p>	IN-WRD	Introduction to Microsoft Word 2007	MOS -Word 2007	1 days	R 900.00	R 5 500.00	R 3 500.00
	TM-WRD	Intermediate Microsoft Word 2007		1 days	R 900.00		
	AD-WRD	Advanced Microsoft Word 2007		1 days	R 900.00		
	IN-EXL	Introduction to Microsoft Excel 2007	MOS -Excel 2007	1 days	R 900.00		
	TM-EXL	Intermediate Microsoft Excel 2007		1 days	R 900.00		
	AD-EXL	Advanced Microsoft Excel 2007		1 days	R 900.00		
	IN-PPT	Introduction to Microsoft PowerPoint 2007	MOS- PPoint 2007	1 days	R 900.00		
	AD-PPT	Advanced Microsoft PowerPoint 2007		1 days	R 900.00		
	IN-OUT	Introduction to Microsoft Outlook 2007	MOS- Outlook 2007	1 days	R 900.00		
	AD-OUT	Advanced Microsoft Outlook 2007		1 days	R 900.00		
Important information >>>>		Exams are not included in the price of the packages.					
MOS - Microsoft Office Word 2007							
<p>MOS -Word 2007 candidates should have the equivalent of six months to one year of hands-on experience creating business deliverables with Microsoft Office Word 2007 and might have experience with previous versions of Microsoft Office Word. These candidates are especially strong in creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented.</p>	IN-WRD	Introduction to Microsoft Word 2007	MOS- word 2007	1 day	R 900.00	R 1 600.00	R 1 100.00
	TM-WRD	Intermediate Microsoft Word 2007		1 day	R 900.00		
	AD-WRD	Advanced Microsoft Word 2007		1 day	R 900.00		
Important information >>>>		Exams are not included in the price of the packages.					

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Overview	Courses	Exam	Duration	Pricing (excluding VAT)		
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MOS - Microsoft Office Excel 2007

<p>MOS - Excel 2007 should have the equivalent of six months to one year of hands-on experience creating business deliverables with Microsoft Office Excel 2007 and might have experience with previous versions of Microsoft Office Excel. These candidates are especially effective and efficient at creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.</p>	IN-EXL	Introduction to Microsoft Excel 2007	MOS - EXL 2007	1 day	R 900.00	R 1 600.00	R 1 100.00
	TM-EXL	Intermediate Microsoft Excel 2007		1 day	R 900.00		
	AD-EXL	Advanced Microsoft Excel 2007		1 day	R 900.00		

Important information >>>> Exams are not included in the price of the packages.

MOS - Microsoft Office Word 2010

<p>MOS - Word 2007 candidates should have the equivalent of six months to one year of hands-on experience creating business deliverables with Microsoft Office Word 2007 and might have experience with previous versions of Microsoft Office Word. These candidates are especially strong in creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented.</p>	IN-WRD	Introduction to Microsoft Word 2010		1 day	R 900.00	R 2 160.00	R 540.00
	TM-WRD	Intermediate Microsoft Word 2010		1 day	R 900.00		
	AD-WRD	Advanced Microsoft Word 2010		1 day	R 900.00		

Important information >>>> Exams are not included in the price of the packages.

MOS - Microsoft Office Excel 2010

<p>MOS - Excel 2007 should have the equivalent of six months to one year of hands-on experience creating business deliverables with Microsoft Office Excel 2007 and might have experience with previous versions of Microsoft Office Excel. These candidates are especially effective and efficient at creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating on and securing data.</p>	IN-EXL	Introduction to Microsoft Excel 2010		1 day	R 900.00	R 2 160.00	R 540.00
	TM-EXL	Intermediate Microsoft Excel 2010		1 day	R 900.00		
	AD-EXL	Advanced Microsoft Excel 2010		1 day	R 900.00		

Important information >>>> Exams are not included in the price of the packages.