



End User Computing Skills

End User Computing

	Course Name	Course Duration
Basic	Computer Basics -New computer users	1 Day
	Skilled-Typing -Master the art of improving your typing	2 Days
	Basic Computer Literacy & Typing Skills	3 Days
Excel	Excel Basic -Users wanting to master the basics	1 Day
	Excel Intermediate-Mastering intermediate skills	2 Days
	Excel Advanced -Mastering advanced skills	2 Days
	Excel for Reporting-Understanding large datasets for reports	2 Days
	Excel Refresher-Overall refresher, basic to advanced	1 Day
Word	Word Processing Basics -Users wanting to master the basics	1 Day
	Word Processing Intermediate -Mastering intermediate skills	2 Days
	Word Processing Advanced-Mastering advanced skills	2 Days
	Word for Business Writing -Understanding large documents	1 Day
	Word Refresher-Overall refresher, basic to advanced	1 Day
	Word Refresher-Overall refresher, basic to advanced	1 Day
Power Point	PowerPoint Intermediate-Mastering intermediate skills	1 Day
	PowerPoint Advanced -Mastering advanced skills	1 Day
	PowerPoint Super Presenter -Mastering professional presentations	1 Day
	PowerPoint Refresher-Overall refresher, basic to advanced	1 Day
Project	Project Fundamentals -Understanding project terminology	2 Days
	Project Intermediate -Mastering intermediate skills	2 Days
	Project Advance -Mastering advanced skills	2 Days
Email	Email Management & Etiquette -Sending and managing email meetings	2 Days
	Ms Teams-Understanding teams for an organisation	1 Day

Contact us for course prices on **073 529 6036** or email us at **info@sapsi.co.za**

Knowledge is the supreme goal - Book your training today!