

# Practical Spreadsheets Training Course

Competency Based Training using Microsoft Office 365

Certificate: Conscious Mind Study Hub (Pty)

(Not credit bearing)

**Course Number 2024-4**

**Cost per person: R3800.00**

Module 1	Module 2	Module 3
<ul style="list-style-type: none"> <li>• Introduction to spreadsheets</li> <li>• Create, open and save spreadsheets</li> <li>• The Excel Window</li> <li>• Produce a spreadsheet</li> <li>• Edit a spreadsheet</li> <li>• Format a spreadsheet</li> <li>• Spelling and grammar</li> <li>• Printing a spreadsheet</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and produce a spreadsheet</li> <li>• Adjust settings</li> <li>• Work with Worksheets</li> <li>• Apply Formulae to Worksheets</li> <li>• Apply build-in Functions</li> <li>• Apply formatting to a Spreadsheet</li> <li>• Improve the presentation of a Spreadsheet</li> <li>• Analysis and Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Create and Edit a Chart</li> <li>• Import Data</li> <li>• Insert and Edit Objects into a Spreadsheet</li> </ul>

Date	Start	Stop	Duration (Hours)
Monday, 30 September 2024	14:00	17:00	3.00
Tuesday, 01 October 2024	14:00	17:00	3.00
Wednesday, 02 October 2024	14:00	17:00	3.00
Thursday, 03 October 2024	14:00	17:00	3.00
Friday, 04 October 2024	14:00	17:00	3.00
Monday, 07 October 2024	14:00	17:00	3.00
Tuesday, 08 October 2024	14:00	17:00	3.00
Wednesday, 09 October 2024	14:00	17:00	3.00
Thursday, 10 October 2024	14:00	17:00	3.00
Friday, 11 October 2024	14:00	17:00	3.00
			<b>30.00</b>

**Venue:** Conscious Mind Study Hub, 2 Sao Bras Street, Da Nova, Mossel Bay

**4 Seats available**

**Register via email to [jan.benade@consciousminds.co.za](mailto:jan.benade@consciousminds.co.za)**

**Closing date for registrations: 16 September 2024**

# Practical Spreadsheets Training Course

Competency Based Training using Microsoft Office 365

Certificate: Conscious Mind Study Hub (Pty)

(Not credit bearing)

**Course Number 2024-5**

**Cost per person: R3800.00**

Module 1	Module 2	Module 3
<ul style="list-style-type: none"> <li>• Introduction to spreadsheets</li> <li>• Create, open and save spreadsheets</li> <li>• The Excel Window</li> <li>• Produce a spreadsheet</li> <li>• Edit a spreadsheet</li> <li>• Format a spreadsheet</li> <li>• Spelling and grammar</li> <li>• Printing a spreadsheet</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and produce a spreadsheet</li> <li>• Adjust settings</li> <li>• Work with Worksheets</li> <li>• Apply Formulae to Worksheets</li> <li>• Apply build-in Functions</li> <li>• Apply formatting to a Spreadsheet</li> <li>• Improve the presentation of a Spreadsheet</li> <li>• Analysis and Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Create and Edit a Chart</li> <li>• Import Data</li> <li>• Insert and Edit Objects into a Spreadsheet</li> </ul>

Date	Start	Stop	Duration (Hours)
Monday, 14 October 2024	14:00	17:00	3.00
Tuesday, 15 October 2024	14:00	17:00	3.00
Wednesday, 16 October 2024	14:00	17:00	3.00
Thursday, 17 October 2024	14:00	17:00	3.00
Friday, 18 October 2024	14:00	17:00	3.00
Monday, 21 October 2024	14:00	17:00	3.00
Tuesday, 22 October 2024	14:00	17:00	3.00
Wednesday, 23 October 2024	14:00	17:00	3.00
Thursday, 24 October 2024	14:00	17:00	3.00
Friday, 25 October 2024	14:00	17:00	3.00
			<b>30.00</b>

**Venue:** Conscious Mind Study Hub, 2 Sao Bras Street, Da Nova, Mossel Bay

**4 Seats available**

**Register via email to [jan.benade@consciousminds.co.za](mailto:jan.benade@consciousminds.co.za)**

**Closing date for registrations: 30 September 2024**

# Practical Spreadsheets Training Course

Competency Based Training using Microsoft Office 365

Certificate: Conscious Mind Study Hub (Pty)

(Not credit bearing)

**Course Number 2024-6**

**Cost per person: R3800.00**

Module 1	Module 2	Module 3
<ul style="list-style-type: none"> <li>• Introduction to spreadsheets</li> <li>• Create, open and save spreadsheets</li> <li>• The Excel Window</li> <li>• Produce a spreadsheet</li> <li>• Edit a spreadsheet</li> <li>• Format a spreadsheet</li> <li>• Spelling and grammar</li> <li>• Printing a spreadsheet</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and produce a spreadsheet</li> <li>• Adjust settings</li> <li>• Work with Worksheets</li> <li>• Apply Formulae to Worksheets</li> <li>• Apply build-in Functions</li> <li>• Apply formatting to a Spreadsheet</li> <li>• Improve the presentation of a Spreadsheet</li> <li>• Analysis and Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Create and Edit a Chart</li> <li>• Import Data</li> <li>• Insert and Edit Objects into a Spreadsheet</li> </ul>

Date	Start	Stop	Duration (Hours)
Monday, 28 October 2024	14:00	17:00	3.00
Tuesday, 29 October 2024	14:00	17:00	3.00
Wednesday, 30 October 2024	14:00	17:00	3.00
Thursday, 31 October 2024	14:00	17:00	3.00
Friday, 01 November 2024	14:00	17:00	3.00
Monday, 04 November 2024	14:00	17:00	3.00
Tuesday, 05 November 2024	14:00	17:00	3.00
Wednesday, 06 November 2024	14:00	17:00	3.00
Thursday, 07 November 2024	14:00	17:00	3.00
Friday, 08 November 2024	14:00	17:00	3.00
			<b>30.00</b>

**Venue:** Conscious Mind Study Hub, 2 Sao Bras Street, Da Nova, Mossel Bay

**4 Seats available**

**Register via email to [jan.benade@consciousminds.co.za](mailto:jan.benade@consciousminds.co.za)**

**Closing date for registrations: 14 October 2024**