



MS Excel Training for Companies

Below are the different costings for our Excel Courses according to their different methods of delivery.
(Click on the Course name to download a detailed course outline)

NB! These prices are valid till **31 December 2024**. Thereafter they will be subject to change.

Instructor-led Group Training - prices are exclusive of VAT.

All our Live Instructor-led training is for a minimum of 6 people and can be done Onsite or Online - via MS Teams or Zoom.

Online

- ✔ **Beginner** R 8,100 for up to 6 attendees, extras - R 675 pp (1-morning from 08:30 -13:30)
- ✔ **Intermediate** R 14,700 for up to 6 attendees, extras - R1,225 pp (2-mornings from 08:30 -13:00)
- ✔ **Advanced** R 18,900 for up to 6 attendees, extras - R1,525 pp (2-days or 3-mornings)

Onsite*

- ✔ **Beginner** R 12,300 for up to 6 attendees, extras - R1,025 pp (1-morning from 08:30 -13:30)
- ✔ **Intermediate** R 20,100 for up to 6 attendees, extras - R1,675 pp (2-mornings from 08:30 -13:00)
- ✔ **Advanced** R 26,100 for up to 6 attendees, extras - R2,175 pp (2-days from 09:00 -16:00)
- ✔ **Automation** R 35,100 for up to 6 attendees, extras - R2,925 pp (2-days from 08:30 -16:30)

*We can also host you offsite for an additional fee of R350 / person / day, if preferred. This will include a light breakfast, lunch, teas and snacks.

Instructor-led training requires that each attendee has a laptop with Excel 2013 or higher installed. In light of this, we do offer laptops for hire at an additional fee of R250 per laptop.

In addition, all attendees of our Live Instructor-led training will be given life-time access to the Online version of the course.

Please note that displayed costs are all inclusive for the training offered. We do however reserve the right to charge for additional travel costs incurred for onsite training that is outside the 3 main centres of Gauteng, Durban Metro and Cape Town.

Self-Paced Online Training - prices are inclusive of VAT

All our self-paced online training is delivered in high-quality bite-sized videos and can be done at your own pace in your own time. Access is for life.

- ✔ **Beginner** R 750 pp (50 Lessons | 3.5 hours of Videos)
- ✔ **Intermediate** R 1,350 pp (55 Lessons | 5.5 hours of Videos)
- ✔ **Advanced** R 1,750 pp (79 Lessons | 7.5 hours of Videos)
- ✔ **Automation** R 2,150 pp (80 Lessons | 11 hours of Videos)

Bulk discounts for self-paced

- 3-5 people – 5% discount
- 6-10 people – 10% discount
- >10 people – 12% discount

Consulting – R1,500 per hour. We can help you create a solution and then empower you to run with it.

Let us know your requirements. Email hello@summitsolutionstraining.co.za or phone 0860 167 2923

What's included?

It's important to note that all methods of delivery, (i.e. Instructor-led onsite / online and Self-paced online), cover the exact same course content and include the following:

- ✓ A detailed follow-along Excel Workbook with Summary Notes. (This is provided on a complimentary USB memory stick for Onsite attendees. Online attendees download them from our website)
- ✓ Self-marking quick questions to test your progress as you learn
- ✓ Practical Tasks that will enable you to put your newly acquired Excel Skills into practice
- ✓ Course completion Certificates
- ✓ Lifetime access to course material and updates

Free Pre-Training Assessment

Finally, if you're unsure which course you or your staff should start with, you are welcome to make use of our FREE 30 min [Pre-Training Assessment](#). Simply...

- Forward the above link to your staff
- Give them a deadline as to when to complete it by
- Let us know this deadline and how many Pre-Assessments to expect

Once all Pre-Assessments have been completed, we will give you a comprehensive report of their results, and the course we recommend they start with.

Next step...

Contact us on hello@summitsolutionstraining.co.za or 086 167 3923 and let us know your Training and / or Consulting requirements.

A testimony from one of our clients

After attending the Excel Advanced Course run by Summit Solutions, I became well aware that Excel had the capabilities of simplifying one of my daily tasks, but I wasn't quite sure how to set it up.

After explaining my requirement, they took about half an hour to help set up a custom template to automate the process which I had been doing manually.

Since that day over 4 years ago, I have used this template every day. A procedure that used to take me up to 2 hours, now literally takes seconds!

Dot Humphries, Senior Administrator – HH Group

“The most effective way to leverage the power that Excel has to offer is to upskill the people who use it.”