

My learner home: How do I search for learning / training?

- To search for specific training, you would like to request, enter the name of the course / training into the **Search for learning** field and press **Enter**.

Hi Your Name! What would you like to learn today?

- All results associated with your search will be displayed. Refine your search by making use of the **Filters** on the left-hand side of the screen.

Learning Search

Filters Reset

DURATION ▼

TYPE ▲

☐ Additional Resource (3)

☐ Assessment (16)

☐ Learning Package (34)

☐ OnDemand (13)


☒ Scheduled Training (43)

SUBJECT ▼

PROVIDER ▼

43 Results

Scheduled Training ×




Scheduled Training

MET - Microsoft Excel - Excel Intermediate -

7 hours, 30 minutes

...




Scheduled Training

MET - Microsoft Excel - Excel Intermediate -

7 hours, 30 minutes

...




Scheduled Training

MET - Microsoft Excel - Excel on Steroids

Not Started

... [Select Session](#)




Scheduled Training

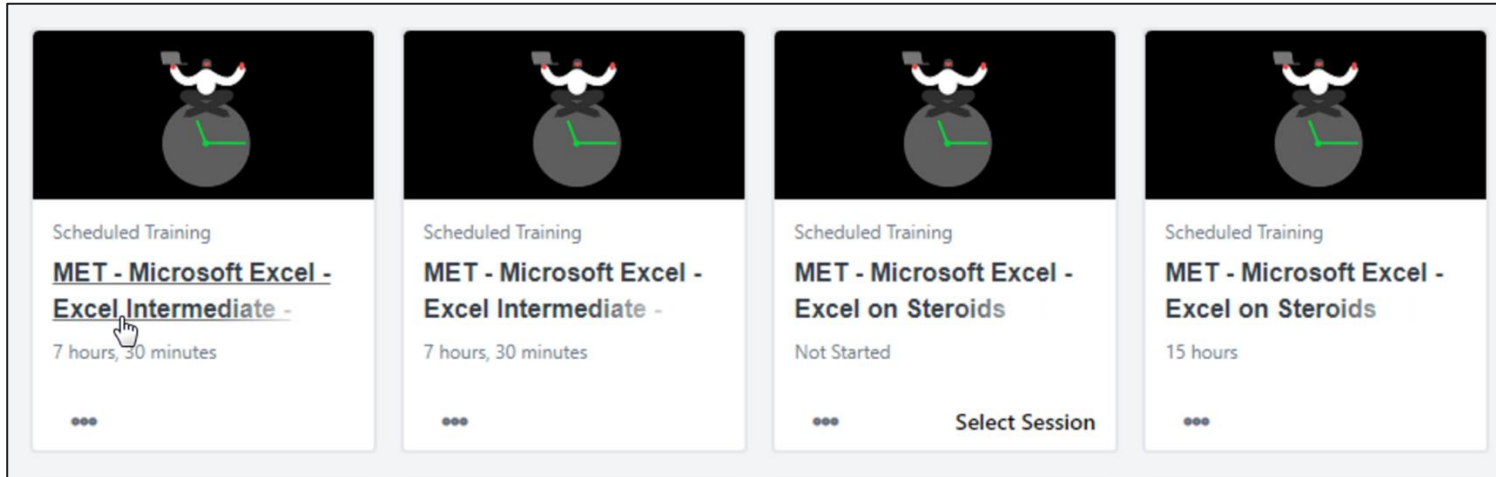
MET - Microsoft Excel - Excel on Steroids

15 hours

...

 [Scheduled Training Calendar](#)

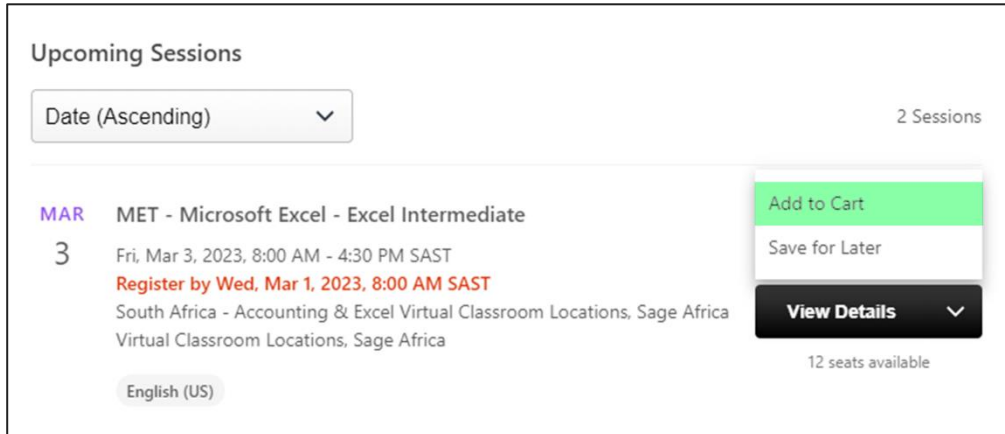
- Click on the training you would like to request.



The image shows four training cards arranged horizontally. Each card has a header image of a person sitting on a globe with a clock. Below the image, the text reads 'Scheduled Training' followed by the course title and duration. The first card is 'MET - Microsoft Excel - Excel Intermediate -' with a duration of '7 hours, 30 minutes'. The second card is 'MET - Microsoft Excel - Excel Intermediate -' with a duration of '7 hours, 30 minutes'. The third card is 'MET - Microsoft Excel - Excel on Steroids' with a status of 'Not Started' and a 'Select Session' button. The fourth card is 'MET - Microsoft Excel - Excel on Steroids' with a duration of '15 hours'. Each card has a three-dot menu icon at the bottom left.

Course Title	Duration	Status	Action
MET - Microsoft Excel - Excel Intermediate -	7 hours, 30 minutes		
MET - Microsoft Excel - Excel Intermediate -	7 hours, 30 minutes		
MET - Microsoft Excel - Excel on Steroids	Not Started		Select Session
MET - Microsoft Excel - Excel on Steroids	15 hours		

- Scroll down to the **Upcoming Sessions** section. Click on the **View Details** drop-down arrow and select **Add to Cart**.



The image shows the 'Upcoming Sessions' section. At the top, there is a dropdown menu set to 'Date (Ascending)' and a text label '2 Sessions'. Below this, there is a list of sessions. The first session is 'MET - Microsoft Excel - Excel Intermediate' on 'Fri, Mar 3, 2023, 8:00 AM - 4:30 PM SAST'. It includes a 'Register by Wed, Mar 1, 2023, 8:00 AM SAST' deadline and mentions 'South Africa - Accounting & Excel Virtual Classroom Locations, Sage Africa' and 'Virtual Classroom Locations, Sage Africa'. A 'View Details' button with a dropdown arrow is visible. A dropdown menu is open, showing 'Add to Cart' (highlighted in green) and 'Save for Later'. At the bottom, it says '12 seats available' and 'English (US)'.

Upcoming Sessions

Date (Ascending) ▾ 2 Sessions

MAR 3 MET - Microsoft Excel - Excel Intermediate
Fri, Mar 3, 2023, 8:00 AM - 4:30 PM SAST
Register by Wed, Mar 1, 2023, 8:00 AM SAST
South Africa - Accounting & Excel Virtual Classroom Locations, Sage Africa
Virtual Classroom Locations, Sage Africa
English (US)

Add to Cart
Save for Later
View Details ▾

12 seats available

- Click on **Proceed To Checkout**.

Shopping Cart

Options ▼


Please Note: If you are not logged on, you will be prompted to do so when you *Proceed to Checkout*. If you do not have a profile, you can create one at that time.

Unless otherwise stated in the course description, when you purchase web-based training from Sage University, you are purchasing one viewing license.

Courses deemed **"Not Eligible"** during checkout are provided at no charge. Click on the course title for access.

Currency

Training Units

Title	Learning Method	Recipient	Quantity & Price	Subtotal
 MET - Microsoft Excel - Excel Inte...	MS Teams VILT		1 x R1,603.00	R1,603.00 ✕
			Subtotal:	R1,603.00

Apply

Total: R1,603.00

Proceed To Checkout

- In **Step 1**, select **Invoice** as the **Payment Method** and enter a **Reference Number**. Select both options in the **Additional Information** section and click on **Next**.

Step 1 - Payment

Options ▾

NOTICE ?
In order to continue, you must accept our Sage University Terms of Use, Privacy Notice, and Cookie Policy.

✓

Payment

Review

Confirmation

Payment Method

Coupon codes should be entered under Purchase Summary on the right.

Invoice ▾

Reference Number

REF123

Additional Information

I accept the Sage U Terms of Use *

Yes ▾ ✓

I acknowledge that I have read the Sage U Privacy Notice and Cookie Policy *

Yes ▾ ✓

Back

Next

- In **Step 2**, click **Place Order**.

Step 2 - Review

Options ▾


✓

✓

Payment

Review

Confirmation

Title	Quantity & Price	Subtotal
 MET - Microsoft Excel - Excel Inte...	1 x R1,603.00	R1,603.00
Subtotal:		R1,603.00
Total:		R1,603.00

Back

Place Order

Need to make changes?
[Edit shopping cart](#)

- In **Step 3**, click on **View Transcript**.

Step 3 - Confirmation

Options ▾

✓

✓

✓


Payment

Review

Confirmation

Your purchase of R1,603.00 is complete.
To access training you have purchased go to [View Transcript](#). Training Unit purchases, order history, and receipts can be found in My Account.


- The status of the training will display as **“Pending Payment”**. A training consultant will contact you to discuss payment to finalise your training and make the training accessible.



MET - Microsoft Excel - Excel Intermediate - Virtual (Starts 3/3/2023)
 Due : No Due Date Status : Pending Payment Training Type : Session

View Training D...

- You can also search for **scheduled training**, by clicking on the **Scheduled Training Calendar** option.


 Learning Search

Learning Search

Excel Intermediate

Filters

Reset


73 Results

DURATION


TYPE

☐ Additional Resource (1)
☐ Assessment (12)
☐ Learning Package (18)
☐ OnDemand (6)
☐ Scheduled Training (36)


SUBJECT




Assessment
MET - Microsoft Excel - Excel Intermediate
 Registered
 Launch Assessment



Learning Package
MET - Microsoft Excel - Excel Intermediate 20
 Pending Payment
 View Training Details



Scheduled Training
MET - Microsoft Excel - Excel Intermediate -
 7 hours, 30 minutes
 Select Session



Scheduled Training
MET - Microsoft Excel - Excel Intermediate -
 Not Started
 Select Session

Scheduled Training Calendar

- The **Events Calendar** will be displayed.
- Enter the name of the course in the **Title** field. The results for the search will be displayed.
- Click on the course you would like to attend.

Events Calendar

< March, 2023 >

☒ All Events
 ☐ My Events

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	1	<div>2</div> <div> MET - Excel Essentials 8:00 AM SAST - South Africa - Accounting & Excel Virtual Classroom Locations MET - Excel Essentials 8:00 AM SAST - South Africa - Accounting & Excel Virtual Classroom Locations </div>	3	4
5	6	7	8	9	10 MET - Excel Essentials 8:30 AM SAST - Midrand Training Centre T1	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

Day Week **Month** Agenda

March, 2023

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today: Sunday, February 26, 2023

Filters

Excel Essentials 1

Location
Sage Africa

+ Add Solution/Topic(s) filters

Display Options

☒ All Sessions
☐ Session Contact
☐ Session Instructor
☒ Session Location

- In the **Session Details** section, click on **Add to Cart** and follow the checkout steps.

SCHEDULED TRAINING

MET - Excel Essentials

Last Updated 11/30/2022 Duration 4 hours

Details

Course Overview:

Excel Essentials will equip you with the knowledge to take advantage of the basic features of Microsoft Excel as a business information tool to manipulate and present information.

What's covered in the course:

- Excel fundamentals.
- Working with workbooks and worksheets.
- Working with formulae and functions.
- Creating multiple views.
- Managing your worksheet.
- Formatting and editing worksheets.
- Page setup and printing.

Duration: This course duration is approximately 4 hours (half day).

Exam: The assessment has about 20 questions.

Requirements: A stable internet connection is required to access the virtual classroom and exam.

[Show More](#)

Upcoming Sessions

Date (Ascending)
2 Sessions

MAR	MET - Excel Essentials	2	Thu, Mar 2, 2023, 8:00 AM - 2:00 PM SAST	R801.00 (\$60.45)
-----	------------------------	---	--	-------------------

Session Details
X

SESSION

MET - Excel Essentials

110455

Thu, Mar 2, 2023, 8:00 AM - 2:00 PM SAST
Register by Tue, Feb 28, 2023, 8:00 AM SAST

Sage Africa > Sage Africa Virtual Classroom Locations > South Africa - Accounting & Excel Virtual Classroom Locations USA

6 hours

English (US)

ZA - Microsoft Excel

12 out of 12 seats available

Sage University Africa Coordinator
27 11 304 1820/3670
elearningops.za@sage.com

PARTS / SCHEDULE

MAR	Thu, Mar 2, 2023, 8:00 AM - 2:00 PM SAST
2	MET - Excel Essentials David Mathebula Sage Africa > Sage Africa Virtual Classroom Locations > South Africa - Accounting & Excel Virtual Classroom Locations

R801.00 (\$60.45)

Add to Cart

Questions

Email: SageUniversityTraining@sage.co.za

View our [FAQs](#)



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