



Sage University Learner Home

This document serves as an overview and navigation guide of the Sage University Learner Home page.

To access Learner Home go to **My University > My learner home**.

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Save Training for Later	Click here
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Bird's Eye View

12 Completions

2 Hours

0 Badges

Your Subjects

Add

You don't have any subjects yet. Add a few to get better recommendations.

Your Language(s) ▼

Transcript View

0

PAST DUE

0

DUE SOON

69

ASSIGNED / NO DUE DATE

ASSIGNED / NO DUE DATE

300P - Sage 300 People - Business Partner/Consultant Online Certification (South Africa)
 In Progress
 ... Open Curriculum

300P - Sage 300 People - Business Partner/Consultant Online Certification (Africa)
 In Progress
 ... Open Curriculum

300P - Sage 300 People - Business Partner/Consultant Online Certification (Pre-Work)
 In Progress
 ... Open Curriculum

50CZA - Sage 50c - Pastel Partner Intermediate e-learning
 In Progress
 ... Open Curriculum

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

Continue my learning

Learning Package
 300P - Sage 300 People - Business
 In Progress
 ... Open Curriculum

Learning Package
 300P - Sage 300 People - Business
 In Progress
 ... Open Curriculum

Learning Package
 300P - Sage 300 People - Business
 In Progress
 ... Open Curriculum

Learning Package
 50CZA - Sage 50c - Pastel Partner
 In Progress
 ... Open Curriculum

Inspired by Your Subjects

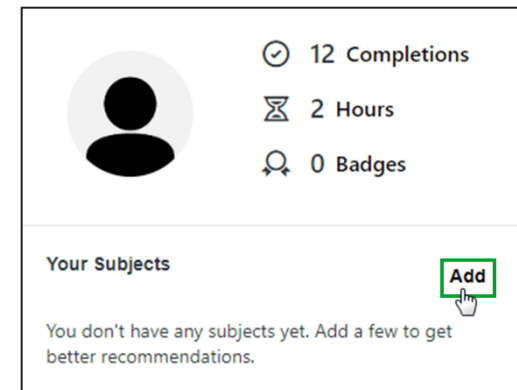
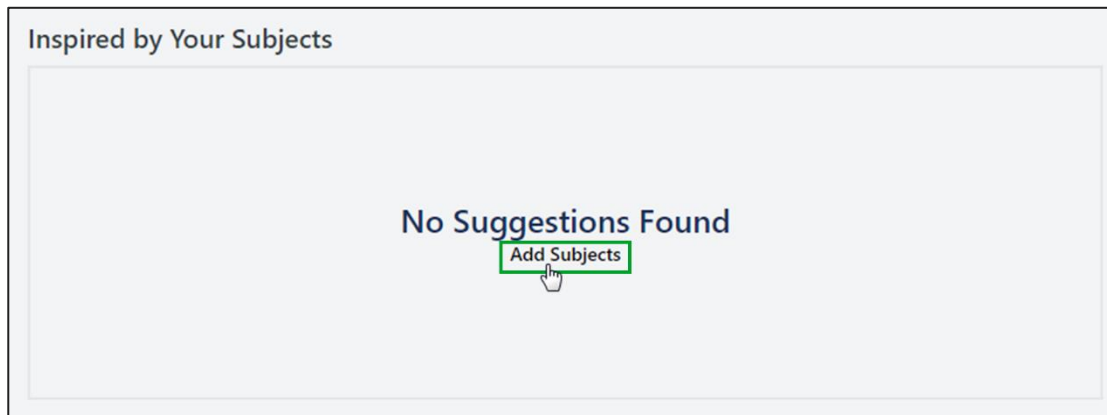
No Suggestions Found

Add Subjects

Adding Subjects

Adding your subjects on Learner Home, enables you to customise your user experience. Selected subjects will be used to tailor training content suggested in displayed carousels. This can be done via the **Welcome banner** and the **Your Subjects** and **Inspired by Your Subjects** sections.

- To add your subjects, click on **Add Subjects** on the **Welcome banner** and **Inspired by Your Subjects** section. You can also click on **Add** in the **Your Subjects** section.



- Click on the **Search** tab. In the **Search for Subjects** field type **Africa** and select your subject/s from the suggestions displayed.

Your Subjects

Search 1

Browse

Select subjects to help personalize your recommendations.

Q Africa 2

Sage Africa

Sage Africa Authorized Training Center

Sage Accounting (South Africa)

Sage 300 People (Africa) 3

Sage X3 - Partner Training ☐

Sage X3 - Introduction and Overview ☐

Sage X3 - What's New in v12 Patch ☐

Sage X3 - cloud ☐

UKI X3 Getting Started ☐

Sage X3 (UKI) ? ☐

UKI - EM - Getting Started ☐

Global X3_Promotion (FREE) ☐

NA_Promotion (FREE) ☐

SF - Modules Nouveautés Sage X3 ☐

Sage Asia Partner - X3 Promo ☐

Sage X3 - Update 11 ☐

SF - Abonnements formation - 50C & ... ☐

Sage X3 - Manufacturing ☐

Sage X3 - Distribution ☐

Cancel

Save

- The selected subjects will be displayed. Click on **Save**.

Your Subjects

SearchBrowse

Select subjects to help personalize your recommendations.

Selected

_Sage 300 People (Africa)

☒

Suggestions

_Sage X3☐

X_Accounting and ERP Products☐

Sage X3 - What's New☐

Sage X3 - What's New in v12 & Patch ...☐

Sage X3 Partner - Getting Started Cou...☐

Sage X3 - Partner Training☐

Sage X3 - Introduction and Overview☐

Sage X3 - What's New in v12 Patch☐

Sage X3 - cloud☐

UKI X3 Getting Started☐

Sage X3 (UKI) ?☐

UKI - EM - Getting Started☐

Global X3_Promotion (FREE)☐

NA_Promotion (FREE)☐

SF - Modules Nouveautés Sage X3☐

Sage Asia Partner - X3 Promo☐

Sage X3 - Update 11☐

SF - Abonnements formation - 50C & ...☐

Sage X3 - Manufacturing☐

Sage X3 - Distribution☐

Cancel

Save

- You can also select subjects from the **Browse** tab. Click on the tab, make your subject selection/s and click on **Save**.

Your Subjects

Search

Browse

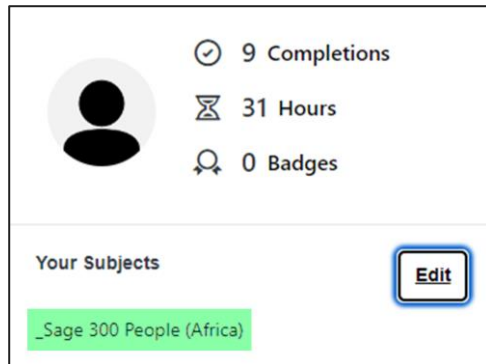
1

<input type="checkbox"/>	_AutoEntry	>
<input type="checkbox"/>	_Sage 100 / Sage 100cloud	>
<input type="checkbox"/>	_Sage 100 Contractor	>
<input type="checkbox"/>	_Sage 100 Evolution	
<input type="checkbox"/>	_Sage 200	>
<input type="checkbox"/>	_Sage 300	>
<input type="checkbox"/>	_Sage 300 Construction and Real Estate	>
<input checked="" type="checkbox"/>	_Sage 300 People (Africa)	2
<input type="checkbox"/>	_Sage 50 / Sage 50cloud	>
<input type="checkbox"/>	_Sage 500	>
<input type="checkbox"/>	_Sage Accounting	>

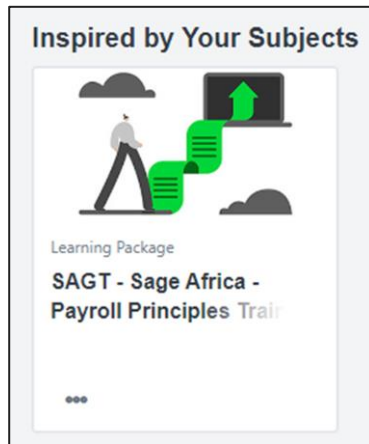
Cancel

Save

- The subjects you have selected will be displayed in the **Your Subjects** section.
- To make changes to your subject selections, you can click on **Edit**.



- **Suggested training**, based on your selected subjects, will be displayed in your **Inspired by Your Subjects** carousel.

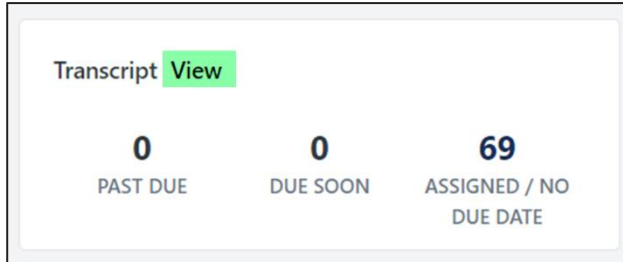


Additional Information:

- Above the **Your Subjects** section, the training you have completed and the cumulative number of hours for the training will be displayed.
- The number of badges you have earned will also be displayed.

Transcript

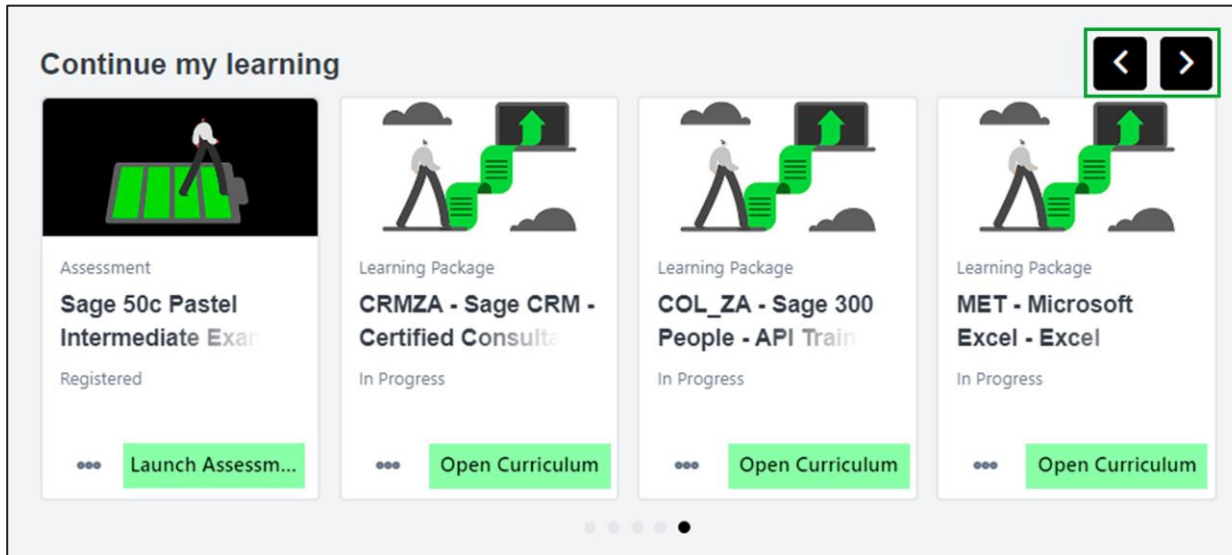
- To access and view your transcript, click on **View** in the **Transcript** section.



Transcript **View**

0	0	69
PAST DUE	DUE SOON	ASSIGNED / NO DUE DATE

- The **Continue my learning** section, represents your transcript in the form of a carousel.
- Only 20 training sessions will be displayed in the carousel.**
- You can also launch your training directly from your learner home screen, by clicking on the training instruction.



Continue my learning

Navigation: < >

Assessment

Sage 50c Pastel Intermediate Exam

Registered

Launch Assessment...

Learning Package

CRMZA - Sage CRM - Certified Consultant

In Progress

Open Curriculum

Learning Package

COL_ZA - Sage 300 People - API Training

In Progress

Open Curriculum

Learning Package

MET - Microsoft Excel - Excel

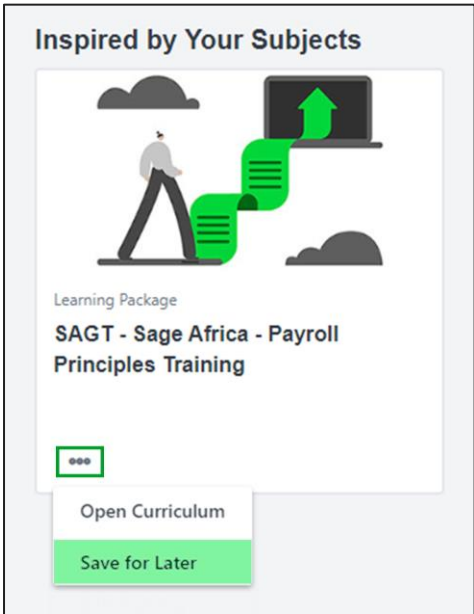
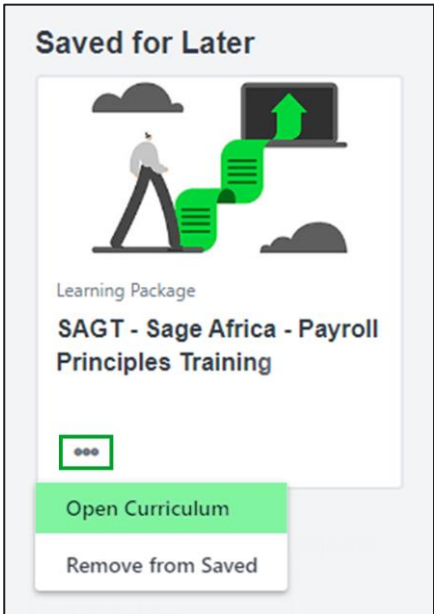
In Progress

Open Curriculum

Progress indicator: 4 dots, 4th dot active

Save Training for Later

- Sage University Learner Home allows you to save training for you to access at a later stage.

<ul style="list-style-type: none">• Click on the ellipsis (...) and select Save for Later. 	<ul style="list-style-type: none">• The saved training will show in the Save for Later section, where you can access it. 
--	--



Important information

- **The Saved for Later section will only be available if training has been selected to be saved.**

Learning Search

- 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?

Excel Intermediate

- 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

Excel Intermediate

43 Results

Scheduled Training Calendar

Filters [Reset](#)

DURATION ▾


TYPE ▴

- ☐ Additional Resource (3)
- ☐ Assessment (16)
- ☐ Learning Package (34)
- ☐ OnDemand (13)
- ☒ Scheduled Training (43)

SUBJECT ▾

PROVIDER ▾

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

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](#)



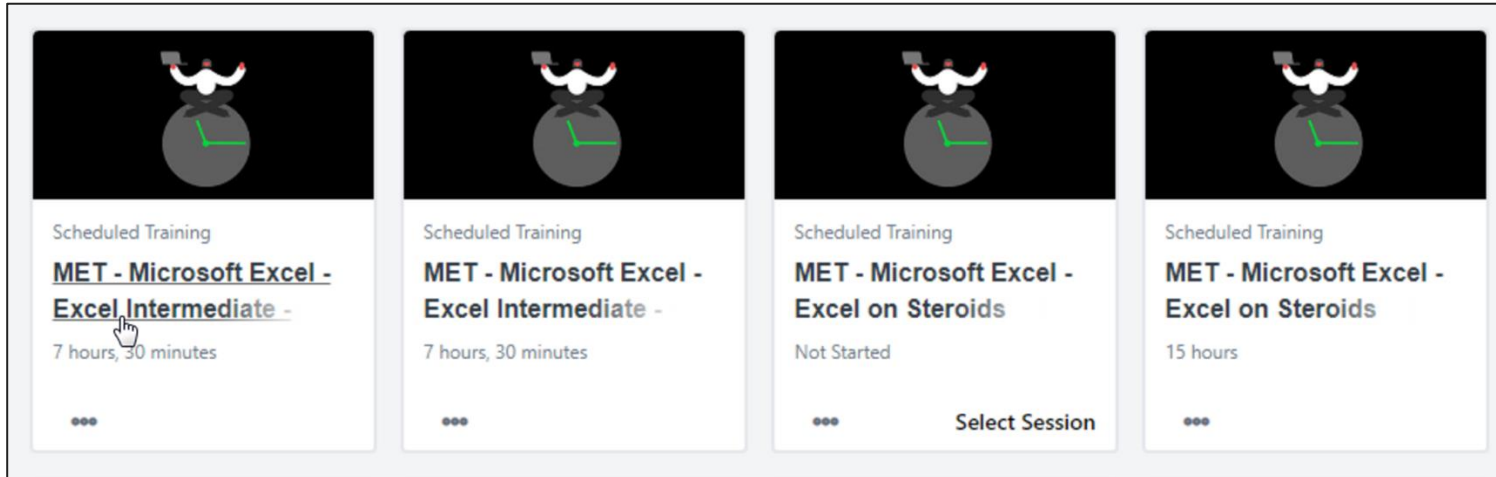
Scheduled Training

MET - Microsoft Excel - Excel on Steroids

15 hours

...

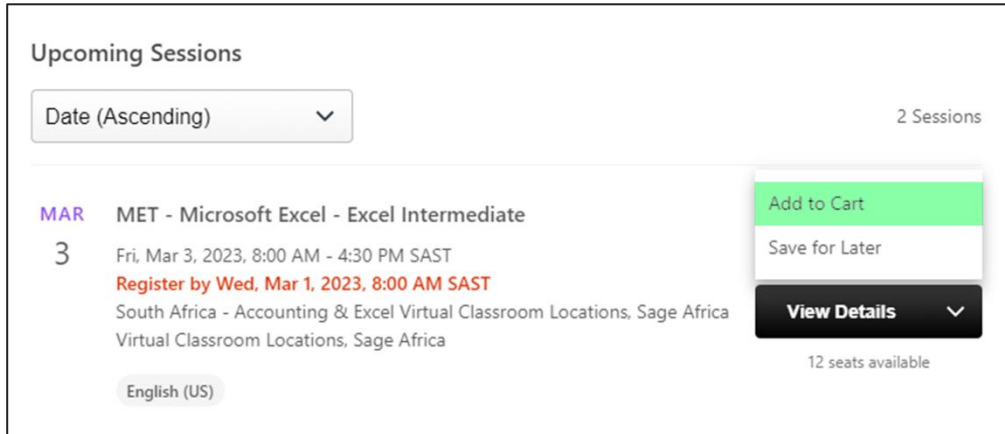
- Click on the training you would like to request.



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

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
 ...



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

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

Day Week **Month** Agenda

- 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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