

2025 Calendar

Additional dates and courses available
 Training on site available - request dates from us 😊
 Limited seats available - please confirm dates at time of booking
 Changes may be made to the schedule below

R1250-00 per delegate per day + VAT



Date	January	February	March	April	May	June	July	August	September	October	November	December
1	Public Holiday	Weekend	Weekend	Projects Introduction	Public Holiday	Weekend	Excel Advanced	PowerPoint Introduction	Excel Intermediate	Excel Advanced	Weekend	Excel Intermediate
2	Excel Intermediate	Weekend	Weekend	Excel Introduction	Word Introduction	Excel Intermediate	Projects Introduction	Weekend	Excel Introduction	Mail Merge for MS Word	Weekend	Excel Intermediate
3	Outlook Introduction	Projects Introduction	PowerPoint Introduction	Outlook Intermediate	Weekend	Excel Data Management	Excel Intermediate	Weekend	Projects Introduction	Pivot and Power Pivot Workshop	PowerPoint Introduction	Projects Introduction
4	Weekend	Projects Intermediate	Excel Intermediate	PowerPoint Advanced	Weekend	Pivot and Power Pivot Workshop	Mail Merge for MS Word	Excel Advanced	Projects Intermediate	Weekend	Projects Introduction	Word Introduction
5	Weekend	Word Introduction	Word Advanced	Weekend	Word Advanced	Excel Intermediate	Weekend	Excel Introduction	Projects Advanced	Weekend	Excel Introduction	Excel Data Analysis
6	PowerPoint Introduction	Outlook Introduction	Outlook Introduction	Weekend	PowerPoint Intermediate	Word Introduction	Weekend	Excel Intermediate	Weekend	Word Introduction	Projects Intermediate	Weekend
7	Excel Data Management	Outlook Intermediate	PowerPoint Advanced	Pivot and Power Pivot Workshop	PowerPoint Introduction	Weekend	PowerPoint Introduction	Mail Merge for MS Word	Weekend	PowerPoint Introduction	Projects Advanced	Weekend
8	Excel Introduction	Weekend	Weekend	Excel Intermediate	Projects Introduction	Weekend	PowerPoint Intermediate	Excel Data Analysis	Mail Merge for MS Word	Projects Introduction	Weekend	PowerPoint Introduction
9	Outlook Intermediate	Weekend	Weekend	Word Introduction	Projects Intermediate	Projects Introduction	Projects Advanced	Public Holiday	Excel Advanced	Excel Introduction	Weekend	Excel Introduction
10	Outlook Advanced	PowerPoint Intermediate	Outlook Advanced	PowerPoint Intermediate	Weekend	Projects Intermediate	Excel Intermediate	Weekend	Excel Intermediate	Word Intermediate	Excel Data Analysis	PowerPoint Intermediate
11	Weekend	Mail Merge for MS Word	Excel Introduction	Word Advanced	Weekend	Excel Introduction	PowerPoint Advanced	Word Introduction	PowerPoint Introduction	Weekend	Word Introduction	Excel Advanced
12	Weekend	PowerPoint Introduction	Outlook Intermediate	Weekend	Word Intermediate	PowerPoint Introduction	Weekend	Outlook Intermediate	Excel Data Analysis	Weekend	Word Intermediate	Outlook Introduction
13	Excel Data Analysis	Outlook Advanced	Excel Advanced	Weekend	Pivot and Power Pivot Workshop	Outlook Intermediate	Weekend	PowerPoint Intermediate	Weekend	PowerPoint Intermediate	Excel Introduction	Weekend
14	Excel Intermediate	Excel Introduction	Excel Data Analysis	Outlook Advanced	PowerPoint Advanced	Word Advanced	Outlook Introduction	Excel Data Management	Weekend	Excel Data Management	Excel Intermediate	Weekend
15	PowerPoint Intermediate	Weekend	Weekend	PowerPoint Introduction	Excel Intermediate	Weekend	Projects Intermediate	Pivot and Power Pivot Workshop	Outlook Introduction	Excel Advanced	Weekend	Excel Data Management
16	Word Introduction	Weekend	Weekend	Excel Advanced	Outlook Introduction	Public Holiday	Word Introduction	Weekend	Outlook Intermediate	Excel Data Analysis	Weekend	Public Holiday
17	Excel Power Query	Word Intermediate	Excel Data Management	Word Intermediate	Weekend	Public Holiday	Excel Introduction	Weekend	Word Introduction	Outlook Introduction	Outlook Intermediate	Word Intermediate
18	Weekend	Excel Intermediate	PowerPoint Intermediate	Public Holiday	Weekend	PowerPoint Intermediate	Excel Power Query	Excel Intermediate	Word Advanced	Weekend	Word Advanced	PowerPoint Advanced
19	Weekend	PowerPoint Advanced	Word Introduction	Weekend	Excel Power Query	Word Intermediate	Weekend	Excel Advanced	PowerPoint Intermediate	Weekend	Excel Advanced	Outlook Intermediate
20	PowerPoint Advanced	Word Advanced	Excel Power Query	Weekend	Excel Data Management	Excel Intermediate	Weekend	Word Advanced	Weekend	Excel Power Query	Outlook Advanced	Weekend
21	Projects Introduction	Excel Data Analysis	Public Holiday	Public Holiday	Excel Data Analysis	Weekend	Outlook Intermediate	PowerPoint Advanced	Weekend	Excel Intermediate	Outlook Introduction	Weekend
22	Excel Data Analysis	Weekend	Weekend	Outlook Introduction	Projects Advanced	Weekend	Outlook Advanced	Outlook Introduction	Public Holiday	PowerPoint Advanced	Weekend	Word Advanced
23	Excel Advanced	Weekend	Weekend	Excel Data Management	Outlook Intermediate	Excel Advanced	Excel Data Management	Weekend	Word Intermediate	Outlook Intermediate	Weekend	Excel Intermediate
24	Projects Intermediate	Pivot and Power Pivot Workshop	Projects Intermediate	Excel Data Analysis	Weekend	Outlook Introduction	Word Intermediate	Weekend	Outlook Advanced	Projects Advanced	Pivot and Power Pivot Workshop	Outlook Advanced
25	Weekend	Projects Advanced	Excel Intermediate	Projects Intermediate	Weekend	Projects Advanced	Excel Data Analysis	Outlook Advanced	Excel Data Management	Weekend		Public Holiday
26	Weekend	Excel Power Query	Word Intermediate	Weekend	Excel Intermediate	Mail Merge for MS Word	Weekend	Excel Power Query	Pivot and Power Pivot Workshop	Weekend	Excel Data Management	Public Holiday
27	Word Intermediate	Excel Data Management	PowerPoint Advanced	Public Holiday	Excel Power Query	PowerPoint Advanced	Weekend	Excel Intermediate	Weekend	Excel Advanced	Excel Power Query	Weekend
28	Projects Advanced	Excel Advanced	Pivot and Power Pivot Workshop	Public Holiday	Excel Advanced	Weekend	Pivot and Power Pivot Workshop	Word Intermediate	Weekend	Word Advanced	PowerPoint Advanced	Weekend
29	Pivot and Power Pivot Workshop		Weekend	Mail Merge for MS Word	PowerPoint Advanced	Weekend	Word Advanced	Projects Intermediate	Excel Advanced	Projects Intermediate	Weekend	Excel Power Query
30	Excel Data Analysis		Weekend	Projects Advanced	Outlook Advanced	Excel Data Analysis	Excel Advanced	Weekend	PowerPoint Advanced	Outlook Advanced	Weekend	Pivot and Power Pivot Workshop
31	Word Advanced		Projects Advanced		Weekend		Excel Intermediate	Weekend		Excel Intermediate		PowerPoint Advanced

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Date	January	February	March	April	May	June	July	August	September	October	November	December
1	Public Holiday	Weekend	Weekend	Power Automate Day 1	Public Holiday	Weekend	Power Automate Day 1				Weekend	Power Query
2		PowerBI Intermediate	Weekend	Power Automate Day 2		Power Apps Day 1	Power Automate Day 2	Weekend	Power Apps Day 1		Weekend	Power Automate Day 1
3	Power Query		PowerBI Introduction	Power Apps Day 1	Weekend	Power Apps Day 2		Weekend	Power Apps Day 2		PowerBI Introduction	Power Automate Day 2
4	Weekend		PowerBI Intermediate	Power Apps Day 2	Weekend					Weekend	PowerBI Intermediate	
5	Weekend		PowerBI Advanced	Weekend			Weekend	Power Query		Weekend	PowerBI Advanced	
6		Power Automate Day 1	PowerBI Dax	Weekend	Power Apps Day 1		Weekend		Weekend	Power Automate Day 1	PowerBI Dax	Weekend
7	PowerBI Introduction	Power Automate Day 2			Power Apps Day 2	Weekend	Power Query		Weekend	Power Automate Day 2		Weekend
8	PowerBI Intermediate	Weekend	Weekend			Weekend	Power Apps Day 1		Sharepoint		Weekend	PowerBI Introduction
9	PowerBI Advanced	PowerBI Advanced	Weekend				Sharepoint	Power Apps Day 2	Public Holiday		Weekend	PowerBI Intermediate
10	PowerBI Dax	Sharepoint			Weekend	Power Automate Day 1	MS Forms	Weekend			Sharepoint	PowerBI Advanced
11	Weekend	MS Forms	Power Apps Day 1	Sharepoint	Weekend	Power Automate Day 2	Sharepoint			Weekend	Power Automate Day 1	PowerBI Dax
12	Weekend		Power Apps Day 2	Weekend	MS Forms		Weekend			Weekend	Power Automate Day 2	
13	Power Automate Day 1		Power Query	Weekend			Weekend	Power Apps Day 1	Weekend			Weekend
14			MS Forms		Power Automate Day 1	Weekend		Power Apps Day 2	Weekend	Sharepoint		Weekend
15		Weekend	Weekend		Power Automate Day 2	Weekend		Sharepoint		Power Apps Day 1	Weekend	
16		Weekend	Weekend		Sharepoint	Public Holiday		Weekend	MS Forms	Power Apps Day 2	Weekend	Public Holiday
17		PowerBI Introduction		Power Query	Weekend			Weekend	Power Query			Sharepoint
18	Weekend	PowerBI Intermediate		Public Holiday	Weekend	Power Query		PowerBI Introduction		Weekend	Power Apps Day 1	MS Forms
19	Weekend	PowerBI Advanced	Sharepoint	Weekend	PowerBI Introduction	MS Forms	Weekend	PowerBI Intermediate		Weekend	Power Apps Day 2	
20		PowerBI Dax		Weekend	PowerBI Intermediate		Weekend	PowerBI Advanced	Weekend	PowerBI Introduction	MS Forms	Weekend
21		Power Query	Public Holiday	Public Holiday	PowerBI Advanced	Weekend		PowerBI Dax	Weekend	PowerBI Intermediate		Weekend
22		Weekend	Weekend	MS Forms	PowerBI Dax	Weekend		MS Forms	Public Holiday	PowerBI Advanced	Weekend	
23		Weekend	Weekend	PowerBI Introduction		PowerBI Introduction		Weekend	PowerBI Introduction	PowerBI Dax	Weekend	
24		Power Apps Day 1	Power Automate Day 1	PowerBI Intermediate	Weekend	PowerBI Intermediate	Power Query	Weekend	PowerBI Intermediate	MS Forms		
25	Weekend	Power Apps Day 2	Power Automate Day 2	PowerBI Advanced	Weekend	PowerBI Advanced		Power Automate Day 1	PowerBI Advanced	Weekend	Power Query	Public Holiday
26	PowerBI Introduction			Weekend		PowerBI Dax	Weekend	Power Automate Day 2	PowerBI Dax	Weekend	MS Forms	Public Holiday
27				Public Holiday			Weekend		Weekend			Weekend
28				Public Holiday	Power Query	Weekend	PowerBI Introduction		Weekend			Weekend
29			Weekend	PowerBI Dax		Weekend	PowerBI Intermediate		Power Automate Day 1	Power Query	Weekend	Power Apps Day 1
30			Weekend	Sharepoint			PowerBI Advanced	Weekend	Power Automate Day 2		Weekend	Power Apps Day 2
31					Weekend		PowerBI Dax	Weekend				