



MAKE YOUR MARK iLead Training

eLearning

Microsoft Training Courses

t: +27 12 771 7640 f: +27 86 644 8307 www.ileadtraining.co.za
Address: Crestway Office Park, Ground Floor, Block B, Hotel Street, Pretoria

MICROSOFT ACCESS COURSES

- Access 2013_100_The Basics
- Access 2013_101_Your First Database
- Access 2013_102_Working with Tables and Records
- Access 2013_103_Formatting Tables
- Access 2013_104_Creating Forms
- Access 2013_105_Formatting Forms
- Access 2013_106_Creating Reports
- Access 2013_107_Formatting Reports
- Access 2013_108_Creating Basic Queries
- Access 2013_109_Creating Advanced Queries
- Access 2013_110_Managing Your Database
- Access 2013_111_Customizing the Interface

MICROSOFT EXCEL COURSES

- Excel 2010 Advanced - Advanced Excel Tasks
- Excel 2010 Advanced - Charting Pivoted Data
- Excel 2010 Advanced - Getting the Most from Your Data
- Excel 2010 Advanced - Macros, Visual Basic, and Excel Programming
- Excel 2010 Advanced - Pivoting Data
- Excel 2010 Foundation - Editing your Workbook
- Excel 2010 Foundation - Excel Basics
- Excel 2010 Foundation - Getting Started
- Excel 2010 Foundation - Printing and Viewing your Workbook
- Excel 2010 Foundation - The Excel Interface
- Excel 2010 Intermediate - Adding the Finishing Touches
- Excel 2010 Intermediate - Advanced File Tasks
- Excel 2010 Intermediate - Managing Tables
- Excel 2010 Intermediate - Showing Data as a Graphic
- Excel 2010 Intermediate - Working with Functions and Formulas
- Excel 2013_100_The Basics
- Excel 2013_101_Your First Workbook
- Excel 2013_102_Working with Data
- Excel 2013_103_Using Basic Excel Tools
- Excel 2013_104_Using Timesaving Tools
- Excel 2013_105_Formatting Text
- Excel 2013_106_Formatting Data
- Excel 2013_107_Formatting the Workbook
- Excel 2013_108_Inserting Art and Objects
- Excel 2013_109_Charting Data
- Excel 2013_110_Viewing, Printing, and Sharing Your Workbook
- Excel 2013_111_Customizing the Interface

MICROSOFT OUTLOOK COURSES

- Outlook 2010 Advanced - Advanced E-Mail Features
- Outlook 2010 Advanced - Advanced Information Management Tools
- Outlook 2010 Advanced - Advanced Topics
- Outlook 2010 Advanced - Data Management
- Outlook 2010 Advanced - Outlook Security
- Outlook 2010 Foundation - Information Management
- Outlook 2010 Foundation - Sending E-Mail
- Outlook 2010 Foundation - Starting Out
- Outlook 2010 Foundation - Tab Overview (Mail Interface)
- Outlook 2010 Foundation - Tab Overview (Outlook Item Interface)
- Outlook 2010 Foundation - Understanding and Customizing the Outlook Interface
- Outlook 2010 Intermediate - A Word Primer
- Outlook 2010 Intermediate - Microsoft Exchange Server
- Outlook 2010 Intermediate - Organizing Your E-mail, Part One
- Outlook 2010 Intermediate - Organizing Your E-mail, Part Two
- Outlook 2010 Intermediate - Understanding E-Mail Accounts

MICROSOFT POWERPOINT COURSES

- PowerPoint 2010 Advanced - Creating Advanced Types of Shows
- PowerPoint 2010 Advanced - Inserting Video Files
- PowerPoint 2010 Advanced - Reviewing Presentations
- PowerPoint 2010 Advanced - Setting Up Slide Masters
- PowerPoint 2010 Foundation - Creating Presentations
- PowerPoint 2010 Foundation - Printing and Viewing Your Presentation
- PowerPoint 2010 Foundation - Starting Out
- PowerPoint 2010 Foundation - Tab Overview, Part One
- PowerPoint 2010 Foundation - Tab Overview, Part Two
- PowerPoint 2010 Foundation - Understanding and Customizing the PowerPoint Interface
- PowerPoint 2010 Intermediate - Adding Art to Your Presentation
- PowerPoint 2010 Intermediate - Adding Diagrams, Charts and Tables
- PowerPoint 2010 Intermediate - Adding the Finishing Touches
- PowerPoint 2010 Intermediate - Managing PowerPoint Files



- PowerPoint 2010 Intermediate - Working With Pictures
- PowerPoint 2013_100_The Basics
- PowerPoint 2013_101_Your First Presentation
- PowerPoint 2013_102_Creating Slides
- PowerPoint 2013_103_Formatting Text
- PowerPoint 2013_104_Working with Text
- PowerPoint 2013_105_Formatting the Presentation
- PowerPoint 2013_106_Inserting Art and Objects, Part One
- PowerPoint 2013_107_Inserting Art and Objects, Part Two
- PowerPoint 2013_108_Advanced Slide Tasks
- PowerPoint 2013_109_Viewing and Printing Your Presentation
- PowerPoint 2013_110_Saving and Sharing Your Presentation
- PowerPoint 2013_111_Customizing the Interface
- Word 2013_100_Getting Started
- Word 2013_101_Your First Document
- Word 2013_102_Formatting Text, Part One
- Word 2013_103_Formatting Text, Part Two
- Word 2013_104_Working with Paragraphs
- Word 2013_105_Formatting the Page
- Word 2013_106_Inserting Art and Objects, Part One
- Word 2013_107_Inserting Art and Objects, Part Two
- Word 2013_108_The Finishing Touches
- Word 2013_109_Viewing Your Document
- Word 2013_110_Printing and Sharing Your Document
- Word 2013_111_Customizing the Interface
- Word Foundation - Printing and Viewing Your Layout

MICROSOFT WORD COURSES

- Word 2010 Advanced - Creating Equations and Charts
- Word 2010 Advanced - Creating Tables
- Word 2010 Advanced - Working With Advanced Graphics and Objects
- Word 2010 Advanced - Working With Pictures
- Word 2010 Advanced - Working With Shapes
- Word 2010 Foundation - Advanced Tabs and Customization
- Word 2010 Foundation - Creating Documents
- Word 2010 Foundation - Doing More With Text
- Word 2010 Foundation - Starting Out
- Word 2010 Foundation - The Word Interface
- Word 2010 Intermediate - Creating Headers and Footers
- Word 2010 Intermediate - Finishing Your Document
- Word 2010 Intermediate - Managing Your Documents
- Word 2010 Intermediate - Using Time Saving Tools
- Word 2010 Intermediate -Using Formatting Tools

Should you be interested in any of our eLearning courses you are welcome to book via email or telephone.

Call **(012) 771 7640** , or send an email to info@ileadtraining.co.za, with the subject: "eLearning"