Price List
Training CORE N.V.

Courses	Description	Costs [p.p. in NAf.]
1. Basis Computergebruik	**Duration: 2 half days (8 hours)**	**116,60**

This course is suitable for novice computer users.

2. Microsoft Internet Explorer	**Duration: 3 half days (12 hours)**	**206,70**

This course is suitable for novice users of Internet Explorer.

3. Microsoft Windows 10	**Duration: 3 half days (12 hours)**	**376,30**

This course is suitable for novice users of Windows 10.

4. Lotus Notes

Beginners Lotus Notes	**Duration: 2 half days (8 hours)**	**143,10**

This course will help participants get comfortable with the Lotus Notes: how to start Lotus Notes, sending, reading and responding E-mail messages, keeping track of contacts, track to do items and working with calendar.

5. Microsoft Access 2016

Beginners Access	**Duration: 3 half days (12 hours)**	**503,50**

This course is intended to help all novice computer users get up to speed quickly. It will also help more experienced users who have little to no experience with Microsoft Access and databases in general.

Intermediate Access	**Duration: 3 half days (12 hours)**	**503,50**

This course explores advanced Access features. Whether you're using Access for the first time, or have been using it for years, this course will help you make the most of Access 2016's features and tools.

6. Microsoft Excel 2016

Beginners Excel	**Duration: 3 half days (12 hours)**	**296,80**

This course is intended to help all novice computer users get up to speed with Excel quickly. We will cover different features of the interface, show users how to print, cover some simple scenarios, and cover the basics of formatting.

Intermediate Excel	**Duration: 3 half days (12 hours)**	**296,80**

This course is intended to help all users get up to speed on the different features of Excel and to become familiar with its more advanced selection of features. We will cover how to create and use

advanced formulas, analyze data, organize worksheet data with tables, visualize data with charts, insert graphics, and enhance workbooks.

Advanced Excel   **Duration: 3 half days (12 hours)**   323,50

This course explores the advanced features in in Excel 2016. Participants will cover how to automate worksheet functionality, audit worksheets, analyze data, work with multiple workbooks, export Excel data and import/export XML data.

7. Microsoft Outlook 2016

Beginners Outlook   **Duration: 3 half days (12 hours)**   296,80

This course will help participants get comfortable with the Outlook 2016 interface, creating and sending messages, managing contacts, using the calendar, managing tasks, and working with notes.

Intermediate Outlook   **Duration: 3 half days (12 hours)**   296,80

This course is aimed at all users of Microsoft Outlook 2016. It will help users get up to speed on the various Outlook 2016 features and become familiar with its more advanced options. This course shows how to configure advanced message options, use advanced message management options, manage activities using tasks, edit electronic business cards, share your workspaces with others, manage Outlook data files, among other topics.

8. Microsoft Power Point 2016

Beginners Power Point   **Duration: 3 half days (12 hours)**   397,50

This course is intended to help all novice computer users get up to speed with PowerPoint quickly. We will cover different features of the interface; show users how to create, save, and present a basic presentation; cover the basics of formatting; and discuss how to add multimedia to a presentation.

Intermediate Power Point   **Duration: 3 half days (12 hours)**   397,50

This course covers advanced topics that allow users to get the most of this software, whether they are beginners or experts.

9. Microsoft Word 2016

Beginners Word   **Duration: 3 half days (12 hours)**   296,80

This course will introduce participants to Microsoft Word's most important features. Key topics include creating a new document, making it look professional and presentable, adding graphics, and customizing the Microsoft Word interface. After completing this course, participants will be ready to use Microsoft Word to efficiently complete daily tasks.

Intermediate Word　　　　**Duration: 3 half days (12 hours)**　　　　**296,80**

This course is designed to help users who are familiar with Word's basic features take their skills to the next level. The topics covered include using tools like styles, macros, templates, mail merge, and building blocks to automate tasks. Participants will also learn how to create complex documents using tables, charts, and various types of illustrations.

Advanced Word　　　　**Duration: 3 half days (12 hours)**　　　　**323,50**

This advanced course is designed to help power users leverage Microsoft Word to collaborate on documents and secure information. This course also covers techniques for creating complex documents, such as forms or documents that require reference pages.

Training Facility

Our Training Facility, located at Pietermaai 123, can accommodate up to fifteen (15) participants and is equipped with the following:

- Fifteen (15) workstations within a network
- A beamer
- A flipchart
- A whiteboard
- Training includes refreshments & snacks

All courses take place from 08.00 to 12.00 hours and from 13.00 to 17.00 hours.
Course dates and times are set after consultation with the client.

Renting Training Facility

CORE N.V. rents its Training Facility equipped with the above-mentioned amenities. Our Training Facility can be rented during the morning (08.00 – 12.00) or in the afternoon (13.00 – 17.00). The cost for renting the training facility is NAf. 437,50 including taxes for courses in the morning or in the afternoon. Full-day pricing is available upon request.

For more information contact Ms. E. Alders via the number + 599 9 767 2888 or via e-mail e.alders@core.cw.

All prices mentioned above include taxes.

We look forward to your registration!