



## Training and Certification Program

**Type: End User Training**

**Level: Intermediate**

### **XLi Release 2.2**

The XLi Release 2.2 training course provides the user with the practical tools needed to successfully utilise the XLi while giving an insight into the complexity of the XLi environment.

### **The Course Covers:**

- A Brief History on Spreadsheets
- Business Intelligence Overview
- Introduction to the XLi (Version 2.2)
- XLi's ETL (Extract, Transform and load) process
- XLi Button Bar
- Datablock Wizard
- XLi Real Time Reporting
- XLi Drilldown
- Advanced XLi Tools & Functionality
- Active Comments Wizard
- XLi Spreadsheet Functions
- Function References
- Validate Accounts Wizard
- Using the Incident Management System (IMS)

This is an essential course for all users of the XLi and is viewed as a foundation course for the upcoming Release 2.3 of the product.

**Duration:** 5 Hours (Morning Session)

**Prerequisites:** It is assumed that candidates who attend this course are familiar with the spreadsheet environment and have the following skills:

- Numeracy, Literacy, Computer Literacy and Typing
- Intermediate experience with Microsoft Excel

**Objectives:** On completion of this course each User should be able to create and maintain their own XLi spreadsheets efficiently on a day to day basis.

<b>Cost</b>	<b>Excl. VAT</b>	<b>Incl. VAT</b>
On Site Course (max 8 Delegates)	ZAR 6,000.00	ZAR 6,840.00
Off Site (per Delegate)	ZAR 1,500.00	ZAR 1,710.00

**Terms:** Training is due and payable at time of booking.

**Cancellations:** No cancellations are accepted once booked, however substitutions are welcome

### **Bookings and Information**

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