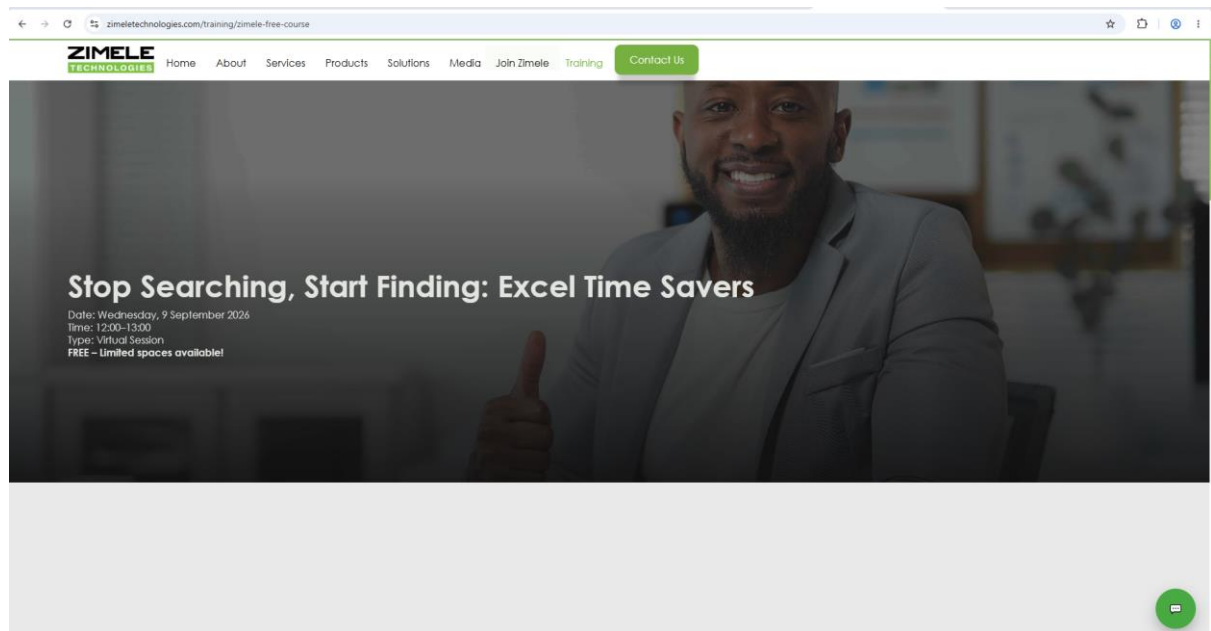


Step 1: Open the Zimele website on <https://www.zimeletechnologies.com/training/zimele-free-course>

Inyathelo 1: Vula iWebhusayithi yakwa Zimele apha:

<https://www.zimeletechnologies.com/training/zimele-free-course>



Yeka ukukhangela, uQale ufamana: Izixhobo zokonga ixesha ku-Excel.

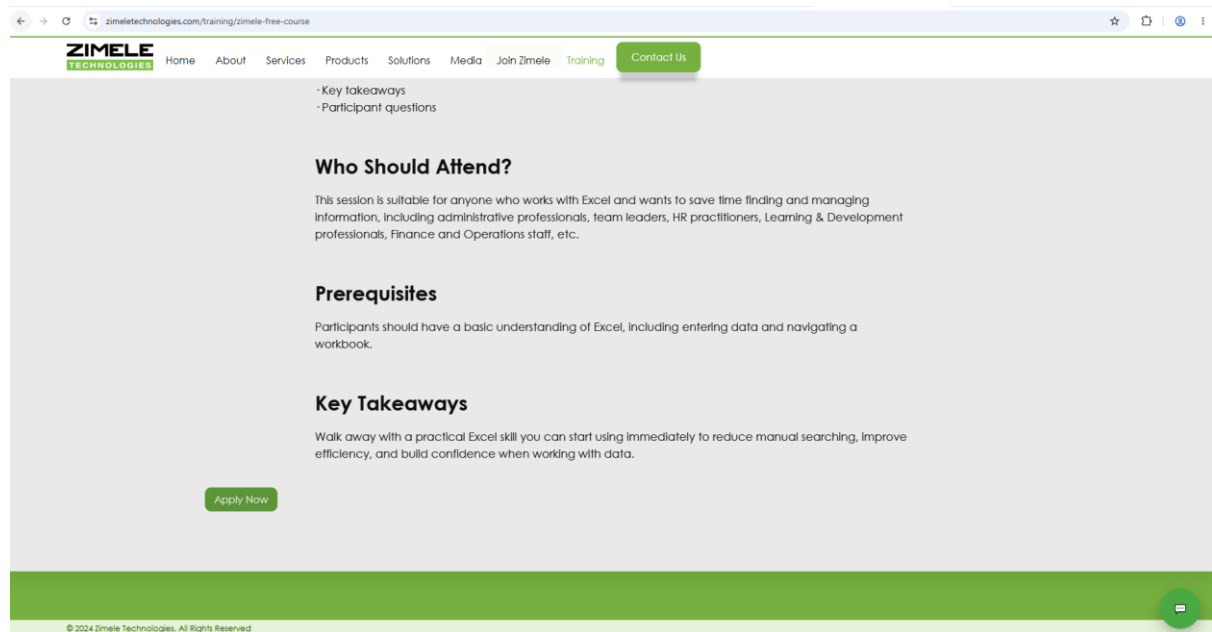
Umhla: Lwesithathu, 16 kweyoMsintsi 2026

Ixesha: 12:00-13:00

Indawo: kwi-intanethi (Teams)

Simahla- Indawo Zibaliwe!

Step 2: Click on the “**Apply Now**” button on the bottom of the page.
Inyathelo 2: Cofa kwi qhosha elithi “**Apply Now**” ngezantsi kwe phepha.



-amanqaku aphambili
- imibuzo yabathathi-nxaxheba

Ngubani ofanele ukuzimasela?

Lenqubo ifanele wonke umntu osebenzisa uExcel nofuna ukonga ixesha ekufumaneni nasekulawuleni ulwazi, kubandakanyeka abaqeshi bolawulo, abaququzeleli beqela, abasebenzi be- HR, abasebenzi bokufunda nokuphuhlisa ingcali, abasebenzi bezemali,njl.

Imfuneko ngaphambali

Abathathi-nxaxheba funeka babenolwazi olunciphileyo ngo Excel, olulwazi funeka lubandakanye ukungenisa iinkcukacha, nokwazi incwadi uWorkbook.

Amanqaku aphambili afumanekayo

Ufumana ubuchule bokwenyani ngo Excel onobusebenzisa ngoko nangoko unciphe ukhangela ngokwesandla, uphucule ukusebenza kakuhle kwaye wakhe nokuzithemba xa usebenza ngeenkcukacha.

Step 3: Click on the “**First time booking with us? Register here**” button
Inyathelo 3: Cofa iqhosha elibhalwe “**First time booking with us? Register here**”

Step 4: Complete your First Name, Last Name, Email Address and Password, then, click the “**Register**” button.

Inyathelo 4: Faka igama lakho (First Name), Ifani yakho (Last Name), idilesi ye-imeyile(Email address) kunye negama lokugqithisa (password), emveni koko, cofa iqhosha elithi “**Register**”

Step 5: Click on the “**Continue to Booking**” button.
Inyathelo 5: Cofa iqhosha elithi “**Continue to Booking**”.

Step 6: Select the “Create new...” option from the Billing Address dropdown.

Inyathelo 6: Khetha indawo ethi “Create new...” kwindawo ene nkcukacha zedilesi (billing address)

The screenshot shows the ZIMELE TECHNOLOGIES website. The top navigation bar includes links for Login, Basket, Booking, and Manage. The main content area is divided into two sections: Order Summary and Booking. The Order Summary section displays a notebook icon, the text "Stop Searching. Start Finding: Excel Time Savers", the date "Date: 09/09/2026 12:00 - 13:00", the delegate "Delegate: Laura Vermeulen", and the format "Format: Web". The Booking section shows a dropdown menu for "Billing Address*" with the option "Please select an option" selected. Below the dropdown, there are links for "Previous Step" and "Complete".

Step 7: Complete the address fields, and check the box to save it for future use if you want to save it.

Inyathelo 7: Faka iinkcukacha zedilesi yakho yohlahla, uze uphawule le bhokisi isezantsi ukuze igcineke xa funa uyisebenzisa kwixesha elilandelayo ukuba ufuna ukuyigcina.

The screenshot shows the ZIMELE TECHNOLOGIES website. The top navigation bar includes links for Login, Basket, Booking, and Manage. The main content area is divided into two sections: Order Summary and Booking. The Order Summary section displays a notebook icon, the text "Stop Searching. Start Finding: Excel Time Savers", the date "Date: 09/09/2026 12:00 - 13:00", the delegate "Delegate: Laura Vermeulen", and the format "Format: Web". The Booking section shows the "Billing Address*" dropdown menu with the option "Create new..." selected. Below the dropdown, the address fields are filled out: "01 Street", "Cape Town", "Western Cape", "8001", "name@email.com", and "South Africa". At the bottom of the form, there is a checkbox labeled "Save billing address for future use, this will update the existing billing address" which is checked, and a link for "terms and conditions*". Below the form, there are links for "Previous Step" and "Complete".

Step 8: Accept the terms & conditions after reading through them.

Inyathelo 8: Ndiyifundile futhi ndiyayivuma imi miselo nemiqhathango

The screenshot shows a checkbox labeled "I have read and accept the terms and conditions*" which is checked. The checkbox is blue with a white checkmark. The text "I have read and accept the" is in blue, and "terms and conditions*" is in blue and underlined.

Step 9: Click the “**Complete**” button on the bottom right of the page.

Inyathelo 9: Cofa iqhosha elithi “**Complete**” elisezantsi ngasekunene kwiphepha.

zimeletechnologies.accessplanit.com/accessplan/checkout/Payment

ZIMELE TECHNOLOGIES

Login Basket Booking Manage

Order Summary

 Stop Searching, Start Finding: Excel Time Savers
Date: 09/09/2026 12:00 - 13:00
Delegate: Laura Vermeulen
Format: Web

Qty / Places
1

Booking

An asterisk (*) indicates a required field

Bill To*
Laura Vermeulen

Billing Address*
Create new...

Address*
01 Street

Town/City*
Cape Town

County/State*
Western Cape

Post/Zip Code*
8001

Email Address*
name@email.com

Country*
South Africa

☒ Save billing address for future use, this will update the existing billing address

☒ I have read and accept the [terms and conditions](#)

Previous Step Complete

Step 10: Your booking is now complete and you can download a calendar appointment or your order summary if you'd like. You will receive an email with more details to join the session.

Inyathelo 10:

Ubhukisho lwakho ngoku lugqityiwe kwaye unokukhuphela isicwangciso somhla okanye isishwankathelo soMyalelo wakho ukuba uyathanda. Uza kufumana i-imeyile eneenkcukacha ezithe vetshe zokuba yokungena le nkqubo.

zimeletechnologies.accessplanit.com/accessplan/checkout/Completed

ZIMELE TECHNOLOGIES

Checked Out
You have checked out!

Billing Details

Booking Reference	2202
Billing Address	01 Street Cape Town Western Cape 8001 South Africa
PO Number	

Order Summary

 Stop Searching, Start Finding: Excel Time Savers
Date: 09/09/2026 12:00 - 13:00
Delegate: Laura Vermeulen
Format: Web

Qty / Places
1

Download Order Summary Download Calendar Appointment

Need assistance with your enrolment or payment?
Contact us at info@zimeletechnologies.com

Your personal information is handled in accordance with our [Privacy Policy](#). By completing your purchase, you agree to our [Terms & Conditions](#)