

## Microsoft office public course dates June, July, August and September 2010

Course	Date	Venue
Excel Introduction	Tue 15 June	Taunton
Excel Introduction	Fri 18 June	Yeovil
Excel Introduction	Wed 28 June	Shepton Mallet
Excel Introduction	Tue 03 August	Taunton
Excel Introduction	Tue 10 August	Shepton Mallet
Excel Introduction	Thu 19 August	Yeovil
Excel Intermediate	Tue 06 July	Taunton
Excel Intermediate	Thu 15 July	Shepton Mallet
Excel Intermediate	Thu 22 July	Yeovil
Excel Intermediate	Mon 20 September	Shepton Mallet
Excel Intermediate	Tue 21 September	Taunton
Excel Intermediate	Mon 27 September	Yeovil
PowerPoint Introduction	Mon 14 June	Shepton Mallet
PowerPoint Introduction	Tue 22 June	Taunton
PowerPoint Introduction	Tue 29 June	Yeovil
PowerPoint Introduction	Wed 01 September	Taunton
PowerPoint Intermediate	Wed 11 August	Taunton
PowerPoint Intermediate	Tue 17 August	Shepton Mallet
PowerPoint Intermediate	Tue 24 August	Yeovil
Word Intermediate	Thu June	Yeovil
Word Intermediate	Mon 28 June	Taunton
Word Intermediate	Mon 05 July	Shepton Mallet
Word Intermediate	Tue 31 August	Taunton
Word Intermediate	Tue 28 August	Shepton Mallet

**Duration of all courses: One day**

**Cost: £129 plus vat**

## Course Content

### Excel Introduction

The course is designed for delegates who have no prior knowledge or a limited knowledge of Excel. It is suitable for people who have used existing spreadsheets but not created their own. This course is a good basis for covering the intermediate topics of the program. At the end of the course delegates will be able to create, save and print professional looking workbooks containing simple formulae and functions.

### Excel Intermediate

The course is designed for delegates who have a basic knowledge of Excel, or who have attended the Introduction course. They should be able to produce a workbook containing various types of data; use simple formulae and set up the worksheet to ensure it fits on the printed page.

At the end of the course delegates will be able to use many time-saving features including advanced formatting, more complex formulae and functions; database features and charts.

### Excel Advanced

The course is designed for delegates who have attended the Intermediate course, or who have a very good knowledge of Excel, including inserting formulae and functions.

At the end of the course, delegates will be able to use different ways to consolidate and link data, use Lookup Tables, Pivot Tables and other features which speed up and increase efficiency when working with Excel.

### **PowerPoint Introduction**

The course is designed for delegates who have a little knowledge, or no prior knowledge of PowerPoint.

At the end of the course delegates will be able to create, save and print a wide range of slides using Tables, Charts, ClipArt and other objects. In addition, they will be able to present a Slide Show using special effects, create Audience Handouts and Speaker's Notes.

### **PowerPoint Intermediate**

The course is designed for delegates who have a good basic knowledge of how to create different types of slides in PowerPoint.

At the end of the course delegates will be able to create a powerful presentation containing pictures and sound, create links to other slides and files, use templates and masters and other more advanced techniques.

### **Word Intermediate**

The course is designed for delegates who are familiar with Word basics and wish to further their knowledge of the program.

At the end of the course, delegates will have a very good understanding of paragraph and page formatting and be able to create complex Word documents including powerful tables.

### **Word Advanced**

The course is designed for delegates who have a very good knowledge of Word. It is particularly suited to people using long documents and includes Styles, Sections, Table of Contents, Mail merge, Templates and other features.

By the end of the course, delegates will be able to use Word's extensive tools to create extremely professional, automated documents, which can be used to design a "corporate" image. In addition, they will be able to merge a standard document to envelopes or labels.