Fast-Track Microsoft Skills Diploma

Designed for: Individuals who wish to enhance their knowledge and expertise of Microsoft Office applications for use in employment.

Pre-requisites: None

Objective: To provide you with the vital IT skills and professional office skills training to improve your employment opportunities and ensure you become a valuable asset to any business.

Course Content:

Core Subjects

- **Microsoft Word** – Learn word processing skills to a good business standard. This course will enable you to create professional looking documents, produce tables, insert pictures and much more.

OR

- **Microsoft Word Expert** – Learn advanced word processing skills including mail merge, creating graphs, creating and running macros, creating an index, table of contents and more.

- **Microsoft Excel** – Learn spreadsheet skills to a good business standard. This course will enable you to create a spreadsheet, enter data, formulas and functions, create charts and more.

OR

- **Microsoft Excel Expert** – Learn advanced spreadsheet skills, covering areas such as importing and exporting data, creating and using templates, linking workbooks, data management, using analysis tools and pivot tables.

- **Microsoft Outlook** – Learn how to share, manage and schedule information electronically. Covers the use of email, electronic calendar, scheduling meetings and appointments, creating and assigning tasks, creating address lists.

- **Microsoft Access** – Develop database skills from initial design stage to running reports and queries.

- **Microsoft PowerPoint** – Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound and hyperlinks and applying transition and timing effects.

Please discuss the options with your Course Advisor.

Benefits:

- Equip you to start a new career
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- Personalised workbooks to use as a reference guide on completion of your training
- The opportunity to gain a Pitman Training Diploma that is recognised nationally and internationally by employers
- Further enhancements: Office 2007 Fast (Modules 1-3) and Office 2007 Fast (Modules 4-6) (additional cost)

- **Guideline Learning Time:** **4** weeks full-time (100 hours flexi study)

Pitman Training Centre
Warnford Court
29 Throgmorton Street
London EC2N 2LT

☎ +44 020 7256 6668
Fax +44 020 7256 7273
www.pitmanlondon.co.uk
courses@pitmanlondon.co.uk

Microsoft Office Specialist

Microsoft IT Academy Programme

people.partnership.performance