

Microsoft office Workshops:

3 half day Workshops are delivered preferably every 2 weeks for 4.5 hours, delegates will have self-reflections to complete in between sessions to show learning and understanding. We can of course base topics around any specific development areas identified during the TNA with the employer.

Our Microsoft Office courses provide fundamental computer skills for those who work in an office environment.

Almost every business will use at least one Microsoft Office programme (Excel, PowerPoint, or Word) in their day-to-day operations. Many will use the entire suite. As such, a good understanding of the software is essential for any office-based career.

Microsoft Word:

Being confident in Microsoft Word is essential for anyone who either works or aspires to work in an office environment, it's therefore very important to choose your training programme carefully.

Your studies will cover the basics – from starting Word, to inputting text, saving documents, page breaks, auto-correct, cut and paste, indenting and bullets, page numbers, the use of tables, WordArt and text boxes, clipart, the use of columns through to applying, creating and modifying styles.

Microsoft Excel:

this course covers areas such as creating worksheets, formatting text, simple and complex formulas; handling rows and columns, autocomplete, using styles, headers and footers, average, max and min functions and using charts.

Microsoft Power Point:

At the end of this course you will have a good working knowledge of PowerPoint basics. You will feel more confident using PowerPoint and be able to create a presentation from scratch. You will learn how to improve the format of your text as well as getting to grips with importing and manipulating graphics, using the PowerPoint drawing tools and the chart and table design tools to make your presentation much more visually stimulating. You will also learn how to make modifications to your presentation before you learn how PowerPoint is used in a live presentation.