

# Microsoft Office Award

Our Microsoft Office Award teaches you the most popular and up-to-date Microsoft Office programs to a good working standard.

It's ideal for people with entry-level IT skills - with the support of our Course Advisors and by working through the courses, you'll soon be confident in your IT skills.

The award is also highly practical in nature - not only will you acquire the knowledge you need, but through a range of practical exercises based on real-life scenarios, you will have the skills and confidence to apply your knowledge in the world of work.

This is a key reason why this Award is different to others and why employers respect Pitman Training courses.

On successful completion of the Award, there is also the opportunity to further enhance your learning, progressing to a range of accreditations including City and Guilds and ECDL Advanced, as well as more advanced Microsoft and Excel training.

The Award takes around 72 hours - you can start when you like and our flexible learning system means you can fit your studying around your existing work and home commitments. There will also be a course advisor on hand to help, should you need additional support. Core subject areas covered include:

- **Microsoft Word**  
or **Microsoft Word Expert**
- **Microsoft Excel**  
or **Microsoft Excel Expert**
- **Microsoft PowerPoint**  
or **Microsoft Outlook**

On completion, you will have earned a highly regarded Pitman Training Award, which will help your CV stand out from the rest. This is because Pitman Training is highly regarded by employers; yet again top business professionals in the UK have voted Pitman Training to be the UK's top independent training brand, through achieving Business Superbrand status.



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The CPD Standards Office  
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# Pitman Training Microsoft Office Award

## Microsoft Word\*

Being confident in Microsoft Word is essential for anyone who either works or aspires to work in an office environment.

Our Word course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible. You don't need any prior experience of Microsoft Word, but you will need to be familiar with using a computer and the Windows environment. Our training will also assist you in taking the Microsoft Office Specialist test (MOS) exam.

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\*

Microsoft Excel is the world's most popular spreadsheet program; learning how to use the software with Pitman Training shows that you've taken one of the best Excel courses available.

You don't need any prior experience of Excel but you will need to be familiar with the Windows environment and have some basic keyboard experience.

Our Microsoft Excel course is very flexible - as is the case with all our courses, you will have the freedom to take the Excel lessons at your own pace, based at one of our handy town or city centre locations, with support on hand should you need it.

This Excel course comprises several lessons, which provide a detailed but manageable study programme, so you can be confident about your new skills in the workplace. Just some of the areas covered include 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 PowerPoint

There are two main advantages to our Microsoft PowerPoint training. One is that it's broken down into easily handled lessons. And the other is that it puts the powerful Pitman Training name on your CV - and that's something other Microsoft PowerPoint courses just can't compete with.

The course is wide-ranging covering: running slide shows, planning and designing presentations, applying themes, inserting slides from Word, drawing and resizing shapes,

For further information, a free one to one consultation, or to book a free demo contact your local Pitman Training Centre

[www.pitman-training.com](http://www.pitman-training.com)



**"I never expected to gain employment so quickly after being made redundant. The Pitman Training diploma gave me the confidence and skills to do so. I would recommend it to anyone."**

**Janice, Administrator**

charts and spreadsheets, using flowcharts, viewing and editing comments, transition effects and hyperlinks.

On completion, you will feel confident in using Microsoft PowerPoint and be able to create interesting and creative presentations.

## or Microsoft Outlook

Of all the Microsoft Outlook courses, we're convinced that this one is the best. In six lessons, we'll take you through everything you need to use Outlook as a work tool, from navigation and views through contacts and appointments to tasks and folders. This is Microsoft Outlook training on a self-study basis, so learning is flexible to suit you.

*\*Depending on skill level it may be possible to study the Expert course as an alternative core course.*



## Guideline Learning Time

**72 hours flexi study or 3 weeks full-time\***

*\*Full-time is based on approx 20-30 hours a week*



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