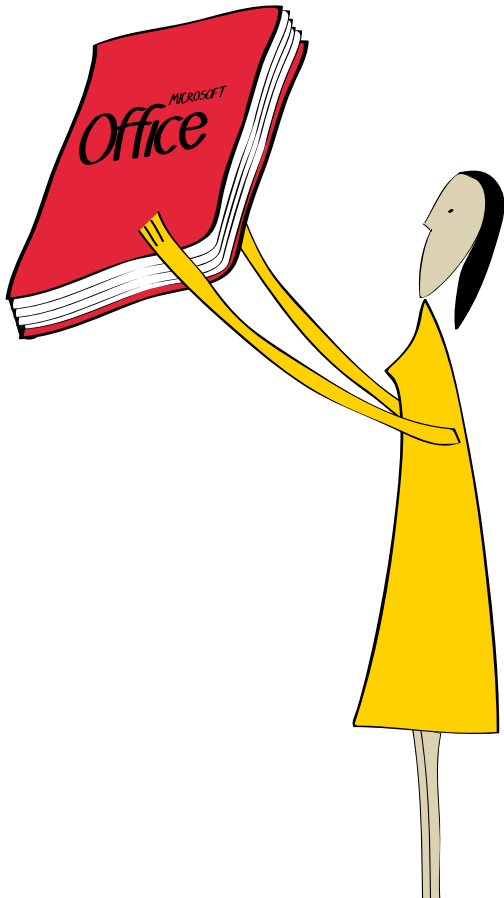


# Microsoft Office Diploma

A quick and easy way to learn great software skills



## The software program skills every business needs

To work in most businesses in the UK, you'll need a good command of the universally accepted Microsoft Office software programs. They are the most commonly used suite of programs and will open the door for you to get a great job in many different industries. Our Microsoft Office Diploma is an intensive course dedicated to giving you the technology skills you need within just four weeks.

You'll learn Microsoft Office to a good business standard level or if you wish, you can move to expert level. This fast paced diploma will teach you the skills you need in a short space of time.

## The skills you need to get the job and succeed

Without a good grasp of the Microsoft Office suite of software programs, you'll struggle to even get past interview stage. So that's why every single Pitman Training diploma holds at least one or two Microsoft Office courses. But for those of you looking to get up to a good business standard in every program in a short space of time, our Microsoft Office Diploma is the ideal course for you. The diploma includes Microsoft Word, Word Expert, Excel, Excel Expert, PowerPoint, Access and Outlook.

## What will you get in return?

A Pitman Training Diploma is one of the most prestigious courses you can complete from one of the most highly regarded training organisations across the world. Businesses throughout the UK recognise the Pitman Training name as a sign that you have been trained to the very highest level. So with your Microsoft Office Diploma, you'll have world-class skills to get a job as a highly valued member of any business.



"I went through a string of unsuccessful job applications after graduating. I contacted Pitman Training to get the right skills. I now work as an Archive Assistant and constantly use Microsoft Office."

**Matthew, Archive Assistant**



Get the Pitman Advantage™

## Core Courses

### Microsoft Word

Learn word processing skills to a good business standard. This 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 much 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 PowerPoint

Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound and hyperlinks; applying transition and timing effects.

### Microsoft Access

Develop database skills from the initial design stage. Covers the creation of tables, reports, queries and forms, relationships, wizards and more.

### 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, and creating address lists.

## Other courses you may be interested in

If you'd like to combine great software skills with another skill set, please speak to your Pitman Training Advisor who will be able to recommend a choice of diplomas.

### Get the Pitman Advantage™

This prestigious Pitman Training Diploma is highly regarded by employers throughout the UK and signifies that you have been trained to the highest level. With your Microsoft Office Diploma you'll be able to demonstrate that you have the essential work-ready skills needed and have been trained by the very best.

- Flexible training you can fit around work and family commitments
- Support whenever you need it from our friendly course advisors
- The widely respected Pitman Training name on your CV
- The skills in demand by employers
- Confidence that you're one step closer to your dream job, promotion or new career



To discuss your current skills and aspirations for the future, please speak to one of our friendly advisors.

They can also provide complete details on the full range of Diplomas and Courses in this area.



## Guideline Learning Time

108 hours flexi study or 4 weeks full-time  
(Full-time is based on approx 20-30 hours a week)



Get the Pitman Advantage™