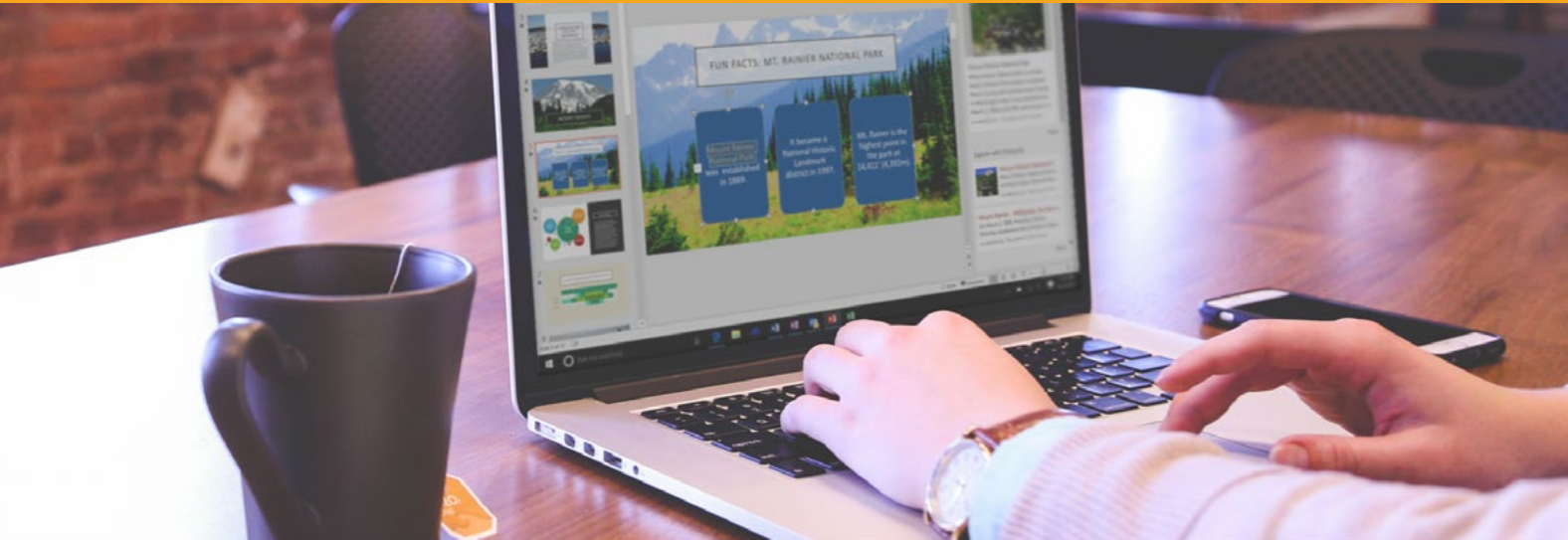


Microsoft Office Plus Diploma

Train in all the key Microsoft Office packages - Word, Excel, Outlook, Access and PowerPoint. Then, take your knowledge even further with the addition of two elective courses of your choice.



Tel: 020 7256 6668



Our Microsoft Office Plus Diploma gives you an understanding of each application to enable you to get a great job in any office environment. Ideal for those looking to work in office administration, PA, EA, VA type roles.

Microsoft Office is the most common suite of software programs used in business today. Our comprehensive Microsoft Office Plus Diploma is designed to take your skills to a higher level so that you understand what each program is capable of.

You'll learn how to be effective and efficient in your everyday work, with a thorough understanding of how Microsoft Office applications can support you. In fact, with your advanced skills, you'll be able to set the standard within any business.

- Flexible training which fits around your commitment
- Support on hand from our friendly course advisors
- Get the skills in demand by employers

Aims and Objectives

Nowadays, to really succeed and get ahead, you'll need to demonstrate to employers that you are highly skilled and adept at using the full functionality of each program.

Whether you're new to Microsoft Office or you've got a basic grasp of each program, our Microsoft Office Plus Diploma will take your skills to the next level.

Pre-Requisites

There are no pre-requisites required.

Career Path

Taking the time to learn in-depth Microsoft Office skills will benefit your working life no matter the role as so many businesses utilise this common suite of programmes.

Those working in office administration, secretarial or PA type roles will find these certifications will definitely help progress your career.



CPD Points 150

(Awarded CPD points upon successful completion).

Core Courses

Word

Our Microsoft 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.

or Word Expert

This training in Microsoft Word will propel your Word skills forward to an advanced level. Over several lessons, you'll become confident in a range of Word's more sophisticated features.

Excel

Microsoft Excel is the world's most popular spreadsheet program. This course is suitable for beginner to intermediate level.

Over ten self-paced lessons you'll learn how to format your spreadsheet to best display your information, handle simple and complex formulas, insert charts, learn how to insert functions such as IFERROR and much much more.

or Excel Expert

Our Excel Expert level course will provide you with the knowledge and skills to use this popular spreadsheet programme to an advanced level.

You can choose whether you'd like to study 2013 or 2010 and over a series of self-paced lessons you'll learn how to perform tasks such as conditional formatting, recording and running macros, working with pivot tables and using statistical functions.

PowerPoint

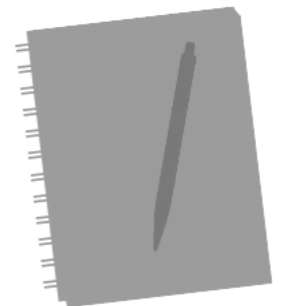
Our PowerPoint training course will help you get to grips with this comprehensive presentation software. Flexible to study, you can choose the version of Microsoft Office you wish to study on.

Access

An understanding of how to utilise Microsoft Access to it's best is a highly worthwhile skill to have at your command. This is a popular database application is widely used across many employment sectors.

Outlook

This flexible study Outlook course takes you through everything you need to use this popular email system as a work tool, from navigation and views through contacts and appointments, to tasks and folders.



Elective courses (choose two)

- Effective Business Communication
- Excel Expert
- Word Expert
- Project

(Alternative subjects may be chosen if more suitable to your existing skills and career.)

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

City of London: Salisbury House, London Wall, London, EC2
Oxford Circus: 50 Margaret Street, London, W1

Tel: 020 7256 6668 Web: www.pitmanlondon.co.uk



Guideline Learning Time

150 hours flexi study or 6 weeks full-time
(Full-time based on approx 20-30 hours a week)