

GETTING YOU STARTED WITH MS OFFICE

- DURATION:** 3 days
- CONTENT:** MS Publisher/MS Powerpoint – 1 day
MS Excel/MS Outlook – 1 day
MS Word/MS Access – 1 day
- OUTCOME:** With confidence you will be able to create, design, print and save :
- ✓ documents
 - ✓ mailmerge letters with a simple database
 - ✓ labels
 - ✓ simple spreadsheets including cashflow
 - ✓ presentations
 - ✓ posters
 - ✓ flyers
 - ✓ incoming and outgoing emails
 - ✓ scheduling appointments
 - ✓ keeping a contact list
- TRAINING STYLE:** One to one, hands on, intensive and effective
- TUTOR:** Claire Cowper, Computer skills trainer for 20 years

