



MICROSOFT EXCEL COURSE

DESCRIPTION

Microsoft Excel is key part of the majority of office roles; but it is particularly important to Bookkeeper and finance jobs. The ability to use Excel's spreadsheets is important to many roles, especially in Finance.

We are a **Microsoft Certified Academy**, which can offer **Microsoft Certification**. Our training uses the very latest technology to deliver an interesting and interactive training programme.

Our Certification is from Microsoft itself, so it has international recognition. We can offer Microsoft Assessment/Certification to clients who only need to get their skills certified and are not taking tuition. You are able to book your assessment only:

<http://www.souterstraining.com/microsoft-office-training/microsoft-office-specialist-certification>

OBJECTIVE

Proficient and or Advanced Excel Skills for Students.

COURSE FORMAT

A one unit module in Excel 2007, 2010 or 2013. It can be either to proficient or to advanced level.

COURSE CONTENT

Syllabus downloads:

[http://www.souterstraining.com/image/data/Programs for Excel 2010.pdf](http://www.souterstraining.com/image/data/Programs%20for%20Excel%202010.pdf)

DATES AND DURATION

One month of training in our academy, which is available to all. It is also possible to study at home, if it is more convenient.

In-house during office hours (evening, weekdays and Saturdays), the advantage is that you have **live tutors** around to provide guidance and assistance. You can study as intensely as you like, or part-time so that you can fit it in with your busy lifestyle. You can study at home for **up to 3 months, when** you will need to take the assessment or arrange an extension.

COURSE REQUIREMENTS

As you can start with beginner level course no entry requirements.

BENEFITS

We are a **Microsoft Certified Academy**. We offer **Microsoft Certification** that is internationally recognised (exams extra fee).

Our course was written to help people attain Microsoft Certification.

Our course is flexible so it can be completed both at our **Certified Training Centre** or at home.

Outcomes

Certification by Souters in Microsoft Excel on successful completion