



MICROSOFT OFFICE TRAINING COURSE

OBJECTIVE

To gain proficiency in 3 Microsoft Office Programmes.

COURSE CONTENT

Please see links to each of the modules for details of the course content. In this course you can elect for three programmes of your choice to get training in. For example; Word, Excel and PowerPoint. These 3 units can be taken all at the same time or separately. If you want to take Microsoft Certiport Exams and do not want tuition, please follow this hyperlink [Certiport Exams](#).

ADDITIONAL INFO

You choose three of the following products to intermediate level.: Microsoft Word 2007, 2010 or 2013; Microsoft Excel 2007, 2010 or 2013; MS Access 2007 or 2010; Microsoft Power Point 2007, 2010 or 2013; Microsoft Outlook 2007, 2010 or 2013.

DATES AND DURATION

You have 1 month of access (per module) to do in-house training at our Microsoft Academy, this is open during office hours (evening, weekdays and saturday) and has **live tutors available**. You can choose to study from home instead, if it suits you. You can continue to study at home for 3 months(per module). During the 3 month period you must book for an assessment, or seek an extension.

COURSE REQUIREMENTS

The only fixed requirement is that all tests are conducted at the training centre.

BENEFITS



We are a Microsoft Certified Academy. This means that you can decide to continue and take Microsoft Certification. This is recognised all over the world. Our courses are flexible and can be done in-house or at home, at your convenience. (part-time or intensively)

Courses are prepared by IT experts, and will help you develop IT skills to the level of job skills you require.

Outcome = Certification in Three Microsoft Packages