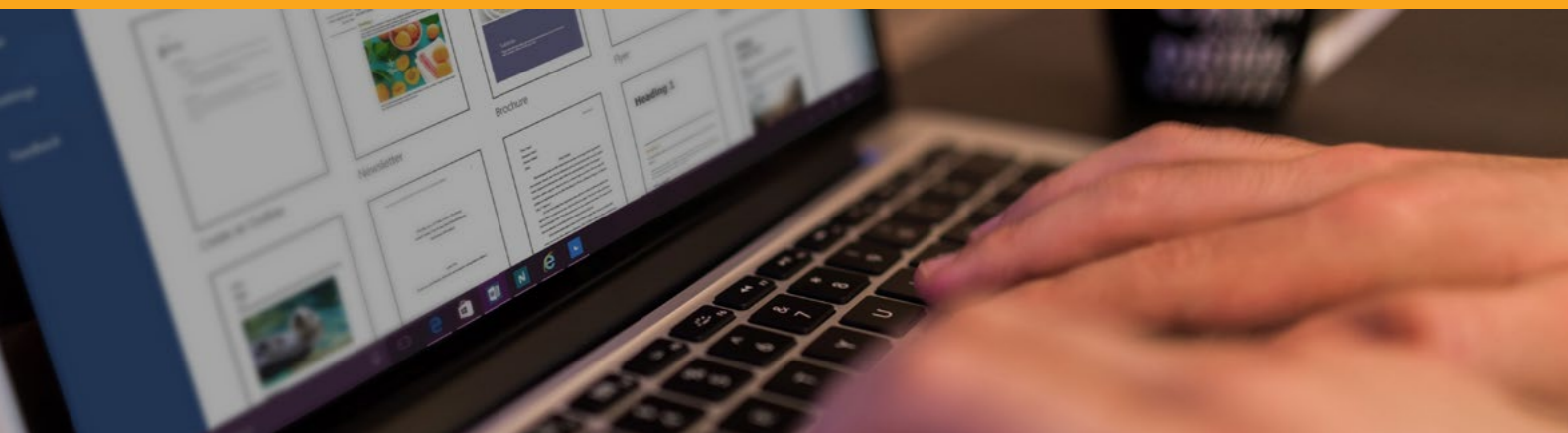# Microsoft Office Diploma

Gain a good business standard level of knowledge in key Microsoft Office programs - Word, Excel, Outlook, Access and PowerPoint.

pitman™ training

Tel: 020 7256 6668

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 Word, Excel, PowerPoint, Access and Outlook.

The software program skills every business needs

To work in most businesses 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 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. 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 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 recognise the Pitman Training name as a sign that you have been trained to the very highest level. With your Microsoft Office Diploma, you'll have world-class skills to get a job as a highly valued member of any business.

Aims and Objectives

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.

Pre-Requisites

There are no pre-requisites required for this diploma.

Career Path

Possession of Microsoft Office certifications will help across a wide range of industries and careers.

We find many employers looking to fill roles such as Secretary, Senior Administrator, Personal Assistant (PA) often specifically list Microsoft Office skills as a pre-requisite for potential applicants.

CPD Points 110

(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. 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.

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

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Guideline Learning Time
110 hours flexi study or 4 weeks full-time
(Full-time based on approx 20-30 hours a week)