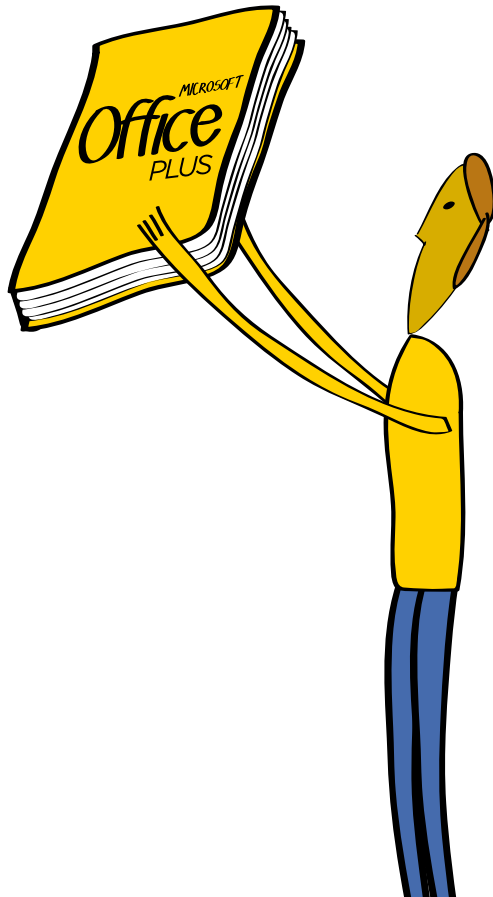


Microsoft Office Plus Diploma

Get the most comprehensive Microsoft training



Take your software training to an advanced level

Microsoft Office is the most common suite of software programs used in business today. So to really succeed and get ahead, you'll need to demonstrate that you are highly skilled and adept at using the full functionality of each program. 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 every day 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.

The skills you need to get the job and succeed

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. The diploma will give you an understanding of each application to enable you to get a great job in any office environment. You'll get excellent training in Microsoft Word, Excel, PowerPoint, Outlook and Access. What's more, to complement your diploma and take your skills even further, you'll also have the option to choose two elective courses in the areas of Word Expert, Excel Expert and Publisher to name just a few. Successful completion of your diploma could lead to Microsoft certification.

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 throughout the UK recognise the Pitman Training name as a sign that you have been trained to the very highest level. So with your Microsoft Office Plus Diploma, you'll have world-class skills to get a highly valued job.



"I went through a string of unsuccessful job applications after graduating. I contacted Pitman Training to get the right skills. I now work as an Archive Assistant and constantly use Microsoft Office."

Matthew, Archive Assistant

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Get the Pitman Advantage™

Core Courses

Microsoft Word

Learn word processing skills to a good business standard. This will enable you to create professional looking documents, produce tables, insert pictures and much more.

or Microsoft Word Expert

Learn advanced word processing skills including mail merge, creating graphs, creating and running macros, creating an index, table of contents and more.

Microsoft Excel

Learn spreadsheet skills to a good business standard. This course will enable you to create a spreadsheet, enter data, formulas and functions; create charts and more.

or Microsoft Excel Expert

Learn advanced spreadsheet skills, covering areas such as importing and exporting data, creating and using templates, linking workbooks, data management, using analysis tools and pivot tables.

Microsoft PowerPoint

Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound and hyperlinks; applying transition and timing effects.

Microsoft Access

Develop database skills from the initial design stage. Covers the creation of tables, reports, queries and forms, relationships, wizards and more.

Microsoft Outlook

Learn how to share, manage and schedule information electronically. Covers the use of email, electronic calendar, scheduling meetings and appointments, creating and assigning tasks; creating address lists.

Elective Courses* (choose two)

Microsoft Word Expert

Microsoft Excel Expert

Microsoft Project

Effective Business Communication

Other courses you may be interested in

If you'd like to combine great software skills with another skill set, please speak to your Pitman Training Advisor who will be able to recommend a choice of diplomas.

Get the Pitman Advantage™

This prestigious Pitman Training Diploma is highly regarded by employers throughout the UK and signifies that you have been trained to the highest level. With your Microsoft Office Plus Diploma you'll be able to demonstrate that you have the essential work-ready skills needed and have been trained by the very best.

- Flexible training you can fit around work and family commitments
- Support whenever you need it from our friendly course advisors
- The widely respected Pitman Training name on your CV
- The skills in demand by employers
- Confidence that you're one step closer to your dream job, promotion or new career



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

They can also provide complete details on the full range of Diplomas and Courses in this area.



Get the Pitman Advantage™



Guideline Learning Time

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

*Alternative choices are available. Please talk with your Course Advisor.