

Microsoft Office Award

This award offers the opportunity to study three core Microsoft Office programs - PowerPoint or Outlook, Word or Word Expert and Excel or Excel Expert. You can choose which version of Microsoft Office you wish to study, depending on your requirements.

If you are wanting to learn the most essential skills of commonly used Microsoft Office programs, this is the award for you.

This is Microsoft training that does exactly what it says on the tin - our Microsoft Office Award is a mini-diploma that teaches you all the most popular and up-to-date Microsoft programs.

Unlike other Microsoft office courses, this concentrates your learning to cover a whole spectrum instead of concentrating on one small segment. Your productivity - and therefore your employability - will be greatly enhanced.

- **Flexible training which fits around your commitments**
- **Support on hand from our friendly course advisors**
- **Get the skills in demand by employers**

Aims and Objectives

This award aims to give you a more in-depth knowledge of three key Microsoft Office programs; Word, Excel and PowerPoint. You can choose which version of the suite to study depending on your requirements. Common versions chosen at the moment include 2010 and 2013.

Pre-Requisites

There are no pre-requisites required for this award.

Career Path

MS Office skills will always be useful no matter the type of job you do. Of course there are roles that would hold more of an advantage to have proven skills, for example secretarial, PA type positions.



CPD Points 70

(Awarded CPD points upon successful completion).



Courses Included

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.

or 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.

or Access

An understanding of how to utilise Microsoft Access to its best is a highly worthwhile skill to have at your command.

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 program 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.



Guideline Learning Time

70 hours flexi study or 2 weeks full-time

(Full-time based on approx 20-30 hours a week)