



Microsoft Office Training

Word
Excel
PowerPoint
Access
Publisher
Outlook

Tel 01403 740 400
Fax 01403 741 125
Email Info@activegroup.co.uk
Web www.activegroup.co.uk

Active-IT Guaranteed

Active Information Systems Ltd
3 The Grainstore, Brooks Green Road,
Coolham, West Sussex, RH13 8GR





Microsoft Office Training

At Active we like to help our clients to get the best results from their IT investment. In order to provide businesses with a complete IT solution we know offer a range of courses in all Microsoft Office applications (2000; 2003; 2007). We can tailor our courses to suit your business needs and can cater for all levels and abilities.

We know that most business use the following applications on a daily bases. Computer literacy can vary in an organisation and making sure everyone is proficient can significantly increase your staff's productivity.

- Word
- Access
- Excel
- Outlook, inc
Business Contact
Manager
- PowerPoint
- Publisher

Improve your business

All our courses are designed to improve your IT skills to help you run your business more efficiently. Understanding how to integrate your office activities to ensure you only ever enter data once is a very simple way of improving your efficiency.

Improving computer literacy and competence within your business will:

- Improve productivity
- Improve efficiency
- Improve staff retention
- Improve morale
- Reduce IT support
- Improve morale

Course Duration:

Courses are designed as 1 day modules though can be split into half day modules if required. Bespoke packages for multiple sessions can be tailored to your business.

Course Content:

Depending on the needs of your business we tailor each course to make sure you maximise your time learning relevant skills to help you run your business more efficiently. Courses can be designed to achieve specific tasks within a certain application, through to providing a basic overview for those who need to improve their basic skills.

Training Venue:

We can provide training facilities at our premises or we can train you and your staff within your organisation. To provide an optimal training experience we recommend group training of 4-8 people. Individual training can also be given for those with specific requirements.

**Course Materials:**

Our courses are configured to your needs and abilities. All course materials are provided to you on a DVD.

Training Abilities:

We cater for all levels and abilities. We make sure that we pitch our courses at the right level for your staff. Sometimes it may be necessary to carry out a needs analysis of your staff to determine the levels of competency to ensure the courses are pitched at the right level.

Needs Analysis:

If you are unsure of the training you need then we can provide a needs analysis to determine the various levels of knowledge within your business. We can then tailor your training to the needs of the individuals within your business.

Office Integration and transition:

We offer training courses that include a combination of the MS Office applications. As many applications are used within a business we will teach you how to integrate your business activities and teach you that you only ever need to enter data once.

If you have upgraded your version of Microsoft Office from 2003 to 2007 we will highlight the new features and changes. This can save you hours of wasted time trying to adapt and find previous icons, shortcuts etc.

Microsoft Office Tips and Tricks Session

Fantastic
Tips and
Tricks CD



Special
Introductory
Offer Only
£49

This half day course is designed to show you 'how to' do all those things you knew you could do but just didn't know how. Whatever you're level of competency we will show you some of the most powerful features of the Microsoft Office applications.

Did you know?

- **Ctrl+Shift+8** Toggle hidden characters that mark spaces, carriage returns (Word)
- **FINDING CELLS WITH COMMENTS:** Quickly select all fields with comments by pressing F5 and choosing Special, then Comments. All cells with attached comments are selected (Excel)
 - **F7** Run a spelling and grammar check (Word)
- **MOVE PARAGRAPH:** Click within the target paragraph. Hold down Alt+Shift while you press the Up or Down arrow and the paragraph becomes selected and moves with each press of the Up or Down Arrow (Word)
 - **Ctrl+K** Insert a hyperlink or web link (Excel)

We will show you much much more plus you get a DVD to take away full of lots of helpful tips and tricks to use in your business. There will also be a questions and answers section so please come equipped with that question that you always wanted to ask 'how do you'?

Where: Active Information Systems Ltd, 3 The Grainstore, Brooks Green Road, Coolham, West Sussex, RH13 8GR

When: We run regular monthly courses. Please contact us for the next available date.

Cost: £49

How Long: This is a half day course. Morning courses 9:30am to 12:30pm; afternoon courses 1:30pm to 4:30pm.