



Moving forward in knowledge and training

# IT Office Applications Training Course Overview



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Microsoft 365	Training Course Overview	Net Price
<b>M365 Introduction to Web Apps</b> (1 day course)	This course is an introduction to the Microsoft 365 in a cloud-based environment and will introduce delegates to the Microsoft 365 Web Apps toolkit	£395
<b>M365 SharePoint Online for Users</b> ( 1 day course)	In many professional environments today, people work collaboratively in teams. Information technology and applications facilitate this by allowing people to easily share, access, edit, and save information. Microsoft SharePoint 2016 is a platform specifically designed to facilitate collaboration, allowing people to use familiar applications and Web-based tools to create, access, store, and track documents and data in a central location.	£395
<b>M365 Teams Fundamentals</b> (1 day course)	Microsoft Teams is a dedicated hub that brings together the people, conversations, content and tools your team needs to collaborate and achieve more. Microsoft Teams allows you to readily communicate and make quick decisions in real time. With Teams, you can initiate a private or group chat, share files and co-author content. You can also host on-line meetings with people inside or outside your organisation and you can make and transfer calls. All this communication can be done across devices, in the office or on the go!	£395
<b>M365 Power BI Fundamentals</b> (1 day course)	This course is intended for business users and knowledge workers in a variety of roles and fields that wish to produce visually compelling and informative dashboards of their business's performance data.	£395
<b>M365 Power BI Advanced</b> (1 day course)	With PowerBI Desktop, you get a report authoring tool that enables you to connect and query data from different sources using the Query Editor. From the datasets you build with Query Editor you can add visualisations and create reports. Reports can then be published. The course builds on the skills learnt in our Power BI Fundamentals course and introduces you to more features including data modelling, performance optimization and more complex reporting. Please note that this course does not cover PowerBI Pro, PowerBI accessed via Microsoft 365 or SharePoint Services.	£395
<b>M365 Power Automate Fundamentals</b> (1 day course)	This course introduces you to Power Automate where you can create workflows between Apps and Services within the Microsoft 365 environment. You will look at the different types of flows that are available but focus only on Cloud Based Flows. Here we will discover creating a variety of Flows based on both Templates and ones created from scratch.	£395
<b>M365 Introduction to One Note</b> (1 day course)	In our fast-paced digital world, the need to capture, meeting notes and to-do items is ever present. Microsoft Office OneNote provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will introduce you to using OneNote notebooks to store a wide variety of content in an organised structure, access the content from anywhere and also share it with others. Additionally, learning how OneNote and the other applications in the suite are integrated increases your productivity with Microsoft Office.	£325

Microsoft Excel	Training Course Overview	Net Price
<b>Microsoft Excel Level 1</b> (1 day course)	This course introduces delegates to the basic functions of Microsoft Excel and will enable them to create worksheets and perform formatting and functions within the worksheet. This course is designed for people who wish to gain the skills necessary to create, edit, format and print basic Microsoft Excel worksheets.	£325
<b>Microsoft Excel Level 2</b> (1 day course)	This course introduces the user to the intermediate features of Microsoft Excel to attain proficiency as a competent Excel user. This course is aimed at those wishing to gain the skill sets necessary for calculating data using functions and formulas to manipulate worksheets.	£325
<b>Microsoft Excel Level 3</b> (1 day course)	This course is designed for users who want to take more control of Microsoft Excel and use it in order to facilitate business decisions. This course allows users to start analysing data for the good of the business rather than just using it as an end user and is designed for those wishing to gain the skills necessary to automate some common Excel tasks.	£325
<b>Microsoft Excel VBA</b> (2 day course)	This course is designed for users of Microsoft Excel wanting to extend their existing skills in using the product. It is aimed at those who have no prior knowledge of Visual Basic for Applications and who want to be able to automate tasks and create custom user-interfaces within Excel.	£795

Microsoft Project	Course Overview	Net Price
<b>Microsoft Project Level 1</b> (1 day course)	During this course you will create and manage a project schedule using Microsoft Project 2016. This course is designed for people who have an understanding of Project Management concepts and who are responsible for creating and modifying project plans, and who need a tool to manage these project plans.	£365
<b>Microsoft Project Level 2</b> (1 day course)	This course builds on the concepts and skills taught in the Microsoft Project Level 1 course. You will learn how to work to a more in-depth level with Microsoft Project 2016 and how to integrate Project data with other Office Applications.	£365
<b>Microsoft Project Level 3</b> (1 day course)	Having already learnt how to create and edit basic plans in Microsoft Project, you find that you need to record additional information that the Standard Project Template does not accommodate for. To overcome this, you will learn how to customise all areas of Microsoft Project, exchange project plan data with other applications and reuse project plan information. You will also look at creating custom reports using both the built in Reporting tools plus Power BI.	£365
<b>Microsoft Project Level 4</b> (1 day course)	Having learnt how to plan and develop a project schedule in MS Project, you are now looking to improve your skills by understanding how to manage these abilities across multiple projects using shared resources. You will also discover more effective ways to manage costs alongside advanced calculation methods when updating your project.	£365

Microsoft Word	Training Course Overview	Net Price
<b>Microsoft Word Level 1</b> (1 day course)	During this course you will learn to create, edit and enhance standard business documents using Microsoft Word. This course is designed for people who wish learn the basic operations of Microsoft Word to perform their day-to-day responsibilities and who want to use the application to be more productive in their work.	£325
<b>Microsoft Word Level 2</b> (1 day course)	During this course you will create complex documents and build personalised efficiency tools using Microsoft Word. This course is designed for people who are able to create and modify standard business documents in Microsoft Word but need to know how to create and modify complex business documents and customised Word efficiency tools.	£325
<b>Microsoft Word Level 3</b> (1 day course)	During this course you will learn to create, manage, revise and distribute documents Microsoft Word. This course is designed for people who want to gain skills necessary to manage lengthy documents, collaborate with others and secure documents.	£325

Microsoft PowerPoint	Course Overview	Net Price
<b>Microsoft PowerPoint Level 1</b> (1 day course)	During this course you will explore the PowerPoint environment and create a presentation. You will format text on slides to enhance clarity, enhance the visual appeal by adding graphical objects and modifying them. You will also add tables and charts to present data in a structured format and you will then finalise your presentation to be able to deliver it.	£325
<b>Microsoft PowerPoint Level 2</b> (1 day course)	During this course you will explore the PowerPoint environment in order to further enhance the visual appeal of your presentations using Microsoft PowerPoint.	£325

Microsoft Visio	Course Overview	Net Price
<b>Microsoft Visio Level 1</b> (1 day course)	This course introduces delegates to the essentials of Visio and that diagrams and charts play a pivotal role in knowledge dissemination, making complex data easy to understand. Microsoft Visio has a host of features that are instrumental in creating pictorial representations of information. This course is designed for people who have an understanding of basic workflows and the concept of end-to-end flowcharting.	£325

Microsoft Access	Course Overview	Net Price
<b>Microsoft Access Level 1</b> (1 day course)	This course introduces delegates to the basics of Microsoft Access and they will learn to create and modify new databases and their various concepts. This course is designed for delegates who wish to learn the basic operations of the Microsoft Access database program to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to use more complex Access features such as maintaining databases and using programming techniques that enhance Access applications.	£365
<b>Microsoft Access Level 2</b> ( 1 day course)	During this course you will improve and customise tables, queries, forms, reports and share Access data with other applications. This course provides the fundamental knowledge and techniques needed to use more complex Microsoft Access features such as maintaining databases and using programming techniques that enhance Access applications.	£365
<b>Microsoft Access Level 3</b> (1 day course)	During this course you create complex Access databases by structuring existing data, writing advanced queries, working with macros and performing database maintenance. The course is designed for those people whose job responsibilities include working with heavily related tables, creating advanced queries, forms and reports, writing macros to automate common tasks and performing general database maintenance.	£365

Crystal Reports	Course Overview	Net Price
<b>Crystal Reports Introduction</b> (2 day course)	This two-day course is designed for delegates new to Crystal Reports. The course covers the basics of creating simple reports and adding functionality to them, such as record selection, grouping, formulae and parameters.	£795
<b>Crystal Reports Advanced</b> (2 day course)	This two-day course covers topics to a more in-depth level in areas such as reporting, formatting and formulae. This course follows on from the 2-day Crystal Reports Introduction course and is designed for delegates looking to be able to use Crystal Reports to a higher level.	£795