

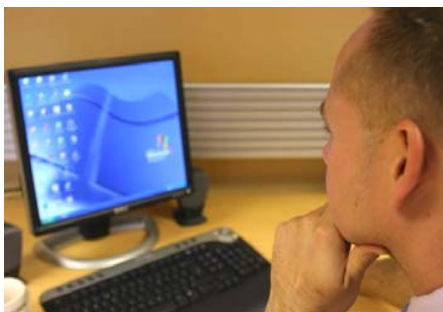
## The Courses

### Microsoft Outlook

This powerful package allows users to communicate via e-mail, keep track of tasks and, in a Corporate environment, share diaries and other information. Because of its friendly interface and powerful features many users now regard Outlook as their 'Personal Information Manager' and would find it hard to work without it!

**Level 1** guides you through the process of working with e-mail and maintaining a personal diary together with a database of contacts. You will also learn how to manage to-do lists and create reminders of key events.

**Duration:** 1 day



### Microsoft Word

Word is an extremely powerful word processing package which can be used to create just about any type of document.

**Level 1** guides you through the essential skills needed to work with documents, including the use of paragraph and font formatting, navigation and editing techniques and printing.

**Level 2** explores more Word features such as the use of tables, headers, footers, bullets, numbering and proofing tools.

**Level 3** is concerned with refining existing skills and exploring the power of styles, templates, fields, book-marks, cross-references, footnotes and also macros to automate routine operations.

**Duration:** 1 day per level

## What to do Next

If you would like to discuss your needs in more detail or book a course, please contact...

**John Bainbridge**  
**0117 9022845**  
**solutions@ttsweb.co.uk**

### What you will get from us

- ✓ A lively and interactive course with lots of hands-on practice
- ✓ Training delivered by experienced, supportive tutors
- ✓ Exposure to the latest ideas and thinking in each subject
- ✓ An enjoyable, challenging experience
- ✓ A full set of reference notes & support



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## Total Training Solutions

South West Ltd



# Microsoft Office Series

# Introduction

## **Who we are...**

TTS is a Bristol based company, founded in 1994 with the goal of providing high quality training at affordable prices.

Our aim is to offer a complete range of training services ranging from needs analysis and course design right through to delivery and evaluation.

We have trained organisations of every size and can deliver events across the UK.

## **Open programme**

Sign up to our selection of 'open courses' advertised on our website. Share your experiences with people from other organisations. Benefit from real value-for-money training.

## **Off-the-shelf courses**

Standard 'in-company' courses for up to 12 delegates. We can provide the venue, or we can come to you.

## **Bespoke training**

In-company courses tailored to suit your organisation. Meet up with us beforehand and we will build the training specifically around your needs.

## **One-to-one training**

An opportunity for individual, personalised training. A chance to talk around your job role and how the training directly affects it.

## **Specialist support services**

We can facilitate seminars, discuss your current situation or provide a soundboard for your ideas.



**John Bainbridge**  
Training Director

# The Courses

## **Microsoft Access**

If you have a need to store, manage and analyse large quantities of data then Access is for you.

**Level 1** covers the skills necessary to create and maintain a database, including the selection of suitable fields and keys, creating basic queries and reports and also printing.

**Level 2** explores relational databases comprising more than one table. It also develops the use of queries, data entry forms and using graphs and crosstabs to analyse data trends.

**Level 3** builds upon existing skills and introduces some of the more advanced features of Access. This includes further work with reports, forms, and using macros.

**Duration:** 1 day per level



## **Microsoft Excel**

Excel is a package which can be used in any situation where data needs to be sorted, compared, plotted or manipulated.

**Level 1** covers the vital skills needed to create and maintain a spreadsheet, including consideration of data types, navigation & formatting methods, the use of formula & functions, creating graphs and printing.

**Level 2** explores other useful techniques such the use of multiple worksheets, named ranges ,outlines and graphs and crosstabs to analyse data trends.

**Level 3** refines existing skills and introduces some of the lesser-known functions together with, design concepts, data validation, scenarios, basic database handling and macros.

**Duration:** 1 day per level

# The Courses

## **Microsoft Publisher**

Although not strictly part of the Microsoft Office suite this easy-to-use package is nevertheless a very worthwhile addition to it. With it you can easily produce professional-looking brochures, flyers, posters, greetings cards, newsletters or even web site layouts!

**Level 1** covers the fundamental skills needed to create publications with visual impact including the selection of a design layout and colour scheme, working with text, pictures and tables, formatting options, tips for minimising file size and also printing.

**Duration:** 1 day

## **Microsoft PowerPoint**

Designed for those who need to produce eye-catching slide shows with impact, PowerPoint can really fire the imagination with its impressive colour schemes, animations and sounds.

**Level 1** covers the fundamental skills needed to create a presentation with impact, including choice of design template and slide layout, adding text and graphics, creating slideshows with builds & animations, and printing.

**Level 2** builds upon the skills learnt at level 1 with the aim of creating powerful presentations with a lasting impression. Emphasis is placed on good design principles and using productivity tips and shortcuts.

**Duration:** 1 day per level

