

The Courses

Microsoft VBA for Access & Excel

VBA (Visual Basic for Applications) provides the coding environment needed to create powerful macro procedures for automating repetitive tasks. These hands-on courses cover all the essential principles and techniques for writing your own VBA 'procedures' for use back at work.

Typical content would include...

- Overview of 'objects' within Access or Excel
- Using the VBA editor
- Coding basics - including procedures, functions, modules, variables, constants, arrays, control structures, code layout and comments
- Testing, error handling and debugging
- Creating user-defined functions
- Communicating with the user
- Working with Toolbars and menus
- System design considerations
- Working with sample code

Duration: 2 days

(Access or Excel - other packages on request)

Statistical Process Control

We live in an uncertain world where we cannot predict exactly what will happen next. At the same time there is pressure to produce better quality in a shorter time and at reduced cost. One solution to this is to predict our processes better and this is where statistical methods can help.

This course covers the principles of statistical methods and how they apply to process control. It also covers setting-up a suitable sampling and measuring system and how to construct and monitor appropriate control charts. A range of data presentation methods will be examined and delegates will undertake calculations and data presentation themselves.

Duration: 1 day

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



Total Training Solutions SW Ltd
Create Centre
Smeaton Road
Bristol
BS1 6XN

www.ttsweb.co.uk

Total Training Solutions

South West Ltd



Technical
&
Programming Training
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 Visio

With its large collection of pre-defined shapes and intuitive interface Visio makes the job of creating professional looking diagrams and drawings easy. Its extensive features can be used to model a wide range of situations such as process flows, data structures, building layouts, design schemes and business processes.

Level 1 covers the essential skills needed to create illustrations including the selection of a template, using stencils, objects and drawing tools, connecting and formatting objects, working with text and graphics and also printing.



Microsoft FrontPage

Microsoft FrontPage offers a powerful range of tools for designing web pages, within an easy-to-use environment.

Level 1 covers the essential skills needed to create web pages with impact including, web design principles, functional elements of the interface, using templates & working with text, tables and images.

Level 2 builds upon the skills covered previously and introduces further techniques for working with tables, hyperlinks, sounds, frames and forms.

Duration: 1 day (per level)

The Courses

SAP Project Systems Module

SAP is one of the world's largest, and most powerful, software products. It enables businesses of all sizes to control almost any aspect of their operations, from stock control to human resources.

This course covers everything a project manager needs to effectively plan and control a programme of work in SAP. Typical content might include...

- Viewing the high-level project definition and WBS
- Creating a new network (including defining activities, setting durations, work and work centres, setting constraints and relationships, setting earned value methods and milestones)
- Gaining resource commitment, base-lining the plan,, releasing activities for work to start
- Reporting and plan progression, (including claiming milestones)
- Stopping work and exporting to other applications

Duration: up to three days (depending on content).

Microsoft Project

Project is an invaluable tool for anyone who needs to prepare and monitor work plans. With it you can schedule events, assign resources and track progress. As long as the data fed in is accurate, realistic and timely Project will give you the information you need to deliver on time and within budget.

Level 1 covers the essential skills needed to create accurate plans which realistically model what is going to happen. This includes the initial setup procedure, managing calendars, working with tasks and relationships, assigning and managing resources and printing.

Level 2 builds upon the skills covered previously and introduces techniques for resource levelling, tracking and reporting, creating master and sub projects and an overview of the extensive range of customising options available.

Duration: 1 day (per level)