

PerCom Solutions

ByteSize Training

- Do people in your organisation need to improve their IT skills?
- Would you find it difficult to release people for a full day of training?
- Do you need to make your training budget go further?

We are offering short, focused training workshops in Birchwood, Warrington covering Microsoft Office 2003 and 2007. This is an ideal way to allow staff to learn only the topics they need without having to attend a full day course that could be covering topics they are already familiar with.

Each Workshop is hands-on using Dell laptops and equips participants with the skills and confidence needed to improve their performance in Office applications. Some staff may use Excel mainly for storing and analysing lists and only want to learn about filtering and pivot tables rather than formulas and functions - others may only need to learn about Word mail merging, or have a refresher on tabs and tables.

- ByteSize workshops are a cost effective way of learning Microsoft Office - only join the sessions relevant to you and put your new found skills to work a “byte” at a time.
- The sessions are hands-on and practical, with no more than 6 people per session. Each person is provided with a comprehensive set of course notes.
- Join these short but highly effective training sessions that can be used to introduce people to a given topic or to provide a useful refresher.

Venue: Unit 621, Birchwood Boulevard, Warrington WA3 7QU

Sessions: Morning - 09.30 to 12.30
Afternoon - 13.30 to 16.30
Evening - 17.30 to 19.30

Applications: Word
Excel
PowerPoint
Outlook
Publisher
Office 2007 Conversion

Costs: Half-day sessions - £55
Evening sessions - £40

Notes: Bring your own laptop if preferred - you can then customise the settings and store all exercise files etc.
Please arrive 15 minutes before the session start time.

Please email or telephone if you have any queries regarding ByteSize Workshops

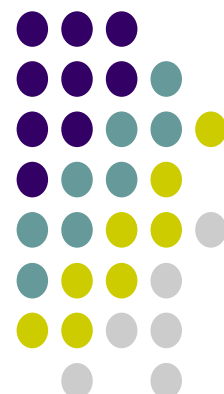
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| Application | Workshop | Topics | Schedule |
|--------------------|---|--|-----------------|
| Word | Formatting | Create better looking documents; Bullets & Numbering; Paragraph Alignment, Indents & Spacing; Using styles for consistency. | 10/03/10 Eve |
| | Tabs & Tables | Creating and using Tabs for aligning data in columns; Creating and formatting Tables - from basic to advanced tabs and table features. | 11/03/10 Eve |
| | Mail Merge | Creating recipients; Creating a Letter; Performing the Merge; Merging to Envelopes or Labels; Merging from Outlook or Excel. | 16/03/10 Eve |
| Excel | Excel Basics | Data Entry; AutoFill; Text, Number & Page Formatting; Borders & Shading; Formatting the Worksheet; Aligning Data; Adding Worksheets. | 11/03/10 PM |
| | Formulas/Functions | Working with basic Formulas (add; subtract; multiply & divide); Using Functions (Sum, Average, Min, Max & Count); Understanding Absolute Formulas. | 16/03/10 PM |
| | Working with Lists | Freezing and Printing Titles; Creating and Sorting a list; Filtering data; Creating and using Subtotals; Creating Pivot Tables & Pivot Charts. | 18/03/10 AM |
| PowerPoint | Presentation Basics | Create a Basic Presentation using Titles and Bulleted Slides; Formatting Slides; Run a Slide Show using Basic Animation & Transitions. | 18/03/10 PM |
| | Intermediate Topics | Create Tables, Charts & Diagrams. Drawing & Formatting Objects; Fill Effects; Align, Rotate & Layer objects; Working with Pictures. | 31/03/10 AM |
| Office | Styles/Templates | Creating Styles; Using and modifying Styles; Creating a Table of Contents in Word; Creating and using Templates. | 30/03/10 AM |
| | Charts & Graphics | Creating and Editing Charts; Linking Charts; Working with Graphics and Diagrams; Working with Pictures and ClipArt. | 25/03/10 AM |
| | Automating | Creating and Running Macros to speed up repetitive tasks; Customising the Toolbar with Macro buttons; Drawing Macro Buttons in Excel. | 29/03/10 AM |
| Office 2007 | What's new & what's changed - this workshop is a must for anyone who has recently upgraded or is about to upgrade to Office 2007. | | 17/03/10 AM |
| Publisher | An introduction to creating Newsletters, Flyers, Invites etc., enabling you to create your own professional looking documents. | | 17/03/10 PM |
| Outlook | This workshop contains lots of tips and tricks to make Outlook work better for you, including working with Calendars, Contacts & Tasks. | | 18/03/10 Eve |

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