

# Pitman Training Introduction to Office Skills Diploma

CHOOSE 4



## Core Subjects

### Computer Keyboard Skills

Learn how to touch type accurately to between 15-20 wpm using the correct keyboard technique. This may help to reduce the risk of RSI. (Repetitive Strain Injury). This course may be taken online or at the centre.

and / or

### Keyboard Speed Development

Develop your typing speed to improve productivity using graded copying exercises and timed dictations. A number of stages are available taking you to up to a speed of 70 wpm.

### Microsoft Word Proficient

Learn word processing skills to a good business standard. This will enable you to create professional looking documents, produce tables, insert pictures and much more.

### Microsoft Word Expert

Learn advanced word processing skills including mail merge, creating graphs, creating and running macros, creating an index, table of contents and more.

### Microsoft Excel Proficient

Learn spreadsheets to a good business standard. This course will enable you to create a spreadsheet, enter data, use formulas and functions, create charts and much more.

### Microsoft Outlook

Learn how to share, manage and schedule information electronically. This course covers the use of email, electronic calendars, scheduling meetings and appointments, creating and assigning tasks, creating address lists.

### Health and Safety Essentials

Learn health and safety essentials, fire safety, manual handling, workstation safety and basic first aid.

### Communication at Work

Learn how to communicate effectively in the workplace using verbal and non verbal communication. Understand the principles and structure of written communication.

### Basic Book- keeping

Gain a clear understanding of the basic principles of book keeping. Learn how to maintain a cash book, petty cash books and reconcile a bank statement.

### Windows XP

Learn the basic principles of the Windows XP operating system.

## Guideline Learning Time

3 weeks full time or 80 hours flexi study



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