Pitman Training Microsoft Office Plus Diploma

Core Subjects

Microsoft Access
Develop database skills from initial design stage. Covers the creation of tables, reports, queries and forms, relationships, wizards and more.

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 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.

Microsoft Power Point
Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound and hyperlinks; applying transition and timing effects.

Elective Subjects - Choose TWO

Computer Skills
Computer Keyboard Skills
Keyboard Speed Development
Create Manage and Integrate Files

Microsoft Office
MS Word Expert
MS Excel Expert
MS Access
MS Publisher
Office 2007 Fast Modules 1-3
Modules 4-6

Guideline Learning Time

5 weeks full time or 140 hours flexi study

Further Enhancements

Microsoft certification

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