



Microsoft Office Training Courses 2017

Onsite training delivered at your own offices anywhere in the UK

Training from just £55 per person

Software training manuals and course completion certificates included



Delivered by Microsoft qualified trainers with many years of industry experience

We can also provide laptops that you can use any convenient office



Call free and without obligation on **0800 2922842** to discuss your training needs

For more information please email charlotte@pbatraining.co.uk



**What Our Clients Say:**

"I would like to extend a big "Thank you" for the two Excel training courses held for us. My colleague and I had the pleasure of an intensive course (intermediate and advanced) which directly contributed to the success of our project.

As result of this I arranged a further Excel course for members of my team to enhance their understanding and performance in the office. Again this has been a success and I have received good feedback from all involved.

Thank you again for your excellent service. "

Oliver Huppertz
Process Manager
Co-operative Food Supply
Chain Logistics

A big thank you to Paul for delivering our many courses in Outlook, Word, Excel and PowerPoint at various levels and for doing it with a smile and a great attitude.

These courses were highly coveted by our staff and all enjoyed the experience of attending. Many said they would like to do them all as Paul was such a good teacher. Others commented about how approachable Paul was and how easy it was to understand him and follow the course material.

We would definitely recommend Paul Brown Training to any company or individual looking for IT Training in the future.

Victoria White
Development Officer
NE London NHS Trust

Foundation Microsoft Excel

1 day course includes:

- Introduction to spreadsheets
- Overview of Excel menus and toolbars
- Entering and editing data & text
- Adjusting column & rows
- Inserting and deleting columns & rows
- Selecting & formatting data
- Copy and pasting data & text
- Using Auto sum for quick calculations
- How to build formulas to perform calculations
- Introduction to Excel functions
- Printing Excel spreadsheets

Intermediate Microsoft Excel

1 day course includes:

- Understanding absolute cell addresses
- Linking data between workbooks
- Using advanced formulas & functions
- Highlighting values with conditional formatting
- Understanding Conditional Logic: Using IF statements
- Finding records using VLookup & HLookup functions
- Creating subtotals & working with levels
- Sorting data using advanced filters
- Sorting data using pivot tables and charts
- Protecting workbooks, worksheets & individual cells
- Consolidating data in multiple worksheets & workbooks
- Data validation: creating drop-down lists
- Embedding spreadsheets in Word & PowerPoint documents
- Using charts and graphs to display data

Advanced Microsoft Excel

1 day course includes:

- Advanced Conditional Logic: nested IF, AND, OR & NOT functions
- The Maths Functions: using SUMIF(S), COUNTIF(S) & AVERAGEIF(S)
- Working with Data: the TRIM, FIND, MID & VALUE functions
- Finding Data Records: using the MATCH & INDEX functions
- Advanced Database Functions: DSUM, DAVERAGE & DCOUNT
- Analysing data with PivotTables & PivotCharts
- Using Slicers to work with PivotTable data
- Working with Sparklines
- Analytical Tools: using Goal Seek & Scenarios



What Our Clients Say:

"Paul, thank you so much for the recent MS Project training courses that you delivered to The Danwood Group Ltd. The feedback from my colleagues has been truly superb; in their own words: "...enthusiastic, knowledgeable, professional, friendly, adaptable, helpful, the best trainer..."! Wow, praise indeed.

Initially, I'd researched fairly extensively for an MS Project training provider. And, right from our first meeting I knew I'd found exactly what I was looking for. The quality of your training, as well as your ability to so easily accommodate a wide range of experience in a single course, speaks volumes – even those with considerable previous knowledge learned a huge amount.

All the course delegates, beginner and experienced alike, are now fully confident with MS Project. I'm delighted at the outcome, and would unreservedly recommend you for MS Project training.

Andy Cleminson
Project Manager
The Danwood Group Ltd

"I'd like to say that we were very pleased with the Microsoft Project training received from Tony. He not only provided training on the course plan but also took the time to listen to our Project requirements as a business and advised best ways of practise on the software for our needs.

Ben Westlake
IT Technician
LG Harris & Co Ltd

"We received intermediate training on MS Project for 7 NHS staff of varying aptitudes. The day was well structured (but still relaxed) and the course booklet was easy to follow and well presented.

Paul was excellent at ensuring everyone felt safe in the training environment to ask any questions or run through any scenarios. All 7 members of staff left the room with the same sound level of understanding of the application and an enthusiasm to put their skills into practice."

Hayley Freestone
Programme Support Officer
GEM CSU

Foundation Microsoft Project

1 day course includes:

- Introduction to the main MS Project Views
- Creating a new project
- Defining project working times
- Creating custom calendars
- Entering project tasks
- Setting up project phases
- Understanding task linkage types
- How to link tasks correctly
- Setting milestones & deadlines
- Setting lag and lead time
- Setting the baseline & interim plans
- Tracking and updating the project

Intermediate Microsoft Project

1 day course includes:

- Creating a resource sheet
- Allocating & assigning resources
- Resolving overallocation issues
- Setting up resource calendars
- Working with material resources
- Understanding the critical path in MS Project
- Correctly applying task constraints

Advanced Microsoft Project

1 day course includes:

- Creating individual task calendars
- Working with multiple pay rates
- Applying custom calendars & work times
- Entering material resource consumption rates
- Interrupting work & rescheduling tasks
- Setting up recurring tasks
- Working with resource availability
- Grouping data by custom selection
- Applying & working with a budget in MS Project
- Creating detailed visual reports in Excel

**What Our Clients Say:**

"Paul Brown Training delivered several Microsoft Word and Excel one day training sessions, at varying levels to a variety of our personnel ranging from operational firefighters to office based staff. The feedback from those attending the sessions was extremely positive.

All delegates greatly enjoyed the sessions and felt that they had gained much from their attendance. They also felt that the delivery of the training was matched to their needs and that the manner and level of instruction encouraged them to take part and fully enjoy the session."

Leslie Butcher
Learning & Development
Humberside Fire & Rescue Service

"Thank you for the MS Office courses that you carried out on-site at EON UK. The training was delivered friendly and efficiently, well organised and very well adapted to each individual needs.

I would certainly recommend Paul Brown Training Ltd to anyone wanting Microsoft training and will be using you again in the not too distant future."

Sally Brown
Plant Coordinator
EON UK

"A big thank you for the Microsoft Word and Excel courses you recently delivered to a group of Managers studying for a degree in World Class Manufacturing. Initially this course was planned for two sessions however your enthusiasm, knowledge and teaching style resulted in a unanimous decision to invite you back for a third session.

Any would-be clients will be happy to learn that your courses are aimed at persons with varied IT competencies, encompassing beginners to advanced levels. I would not hesitate in recommending your services and on behalf of the group, thank you for raising our competence levels in Microsoft Office Excel and Word.

Steve Smith
Shift Manager
Corus UK

Foundation Microsoft Word

1 day course includes:

- Creating a file and folder structure
- Overview of Word menus and toolbars
- Opening and saving Word documents
- Entering and formatting text
- Formatting paragraphs
- Proofing text
- Copying and pasting text
- Importing graphics & photos
- Creating page layouts using tables
- Printing Word documents

Advanced Microsoft Word

1 day course includes:

Advanced Formatting features

- Paragraph styles
- Character styles
- Reusing styles between documents
- Adding text columns

Working with longer documents

- Headers and footers
- Page numbers
- Indexes
- Tables of contents
- Footnotes
- Master documents
- Creating sections to break up documents
- Document outlines

Mail merges from database records

- Creating the template to receive merged data
- Creating placeholders for data
- Preparing and sorting data
- Merging data into letters
- Merging data into labels

Creating Form Documents

- Building tables
- Creating form fields
- Password protecting forms

**What Our Clients Say:**

"We have used Paul Brown Training Ltd for a number of on-site IT training courses and the feedback from our employees has been fantastic. In particular, Alan Murray has been complimented on pitching the courses just at the right level, answering all questions with patience and expertise and making everyone feel safe and supported.

Thank you and we look forward to working with you in the future."

Lucie Bodenstein
Business Development
Thatcham Research

"The course has been of a high quality dealing with the practical use of differing techniques and complex formula used to streamline and work more intelligently on a daily basis. The trainer was knowledgeable, personable and enthusiastic and demonstrated the rare ability to meet the needs of delegates with differing levels of need and differing expectation.

I can unreservedly recommend PBA Training to others wishing to improve any aspect of the Microsoft Office software family."

Ros Bayley
Branch Manager, Reigate
OAMPS Insurance Brokers

"Just wanted to say thanks for the course, I found it really interesting and enjoyable. It has certainly has given me a better outlook on presentation skills."

Andrew Major
Graduate Program
Corus Group

Foundation Microsoft PowerPoint

1 day course includes:

- Overview of PowerPoint capabilities
- Overview of menus and toolbars
- Introduction to the PowerPoint screens & views
- Using the Auto Content wizard for quick slideshows
- Creating slides using AutoLayout templates
- Customising slide colour schemes
- Adding graphics, photos and video
- Adding slide transitions
- Adding text animation effects
- Running the slideshow

Advanced Microsoft PowerPoint

1 day course includes:

- Powerpoint overview refresher
- Creating and using slide masters
- Creating and using slide templates
- Working with graphic objects
- Setting up slide tables
- Employing multimedia elements
- Inserting video clips
- Adding sound
- Advanced slide transitions and text animations
- Working with graphs and organisation charts
- Linking graphs & data dynamically to Excel spreadsheets

Presentation Skills

1 day course includes:

- The importance of good presentation skills
- Dealing with public speaking nerves
- Engaging the audience
- Understanding non-verbal communication
- Use of visual aids: flipchart, handouts etc
- Structuring the presentation
- Pre-presentation preparation
- Presenting effectively with Microsoft PowerPoint

**What Our Clients Say:**

"I would like to say thank you to your team, the service we have received as been excellent. A specially thank you to Joanne for delivering the course in a clear, detailed and informative manner."

Simon Eaton
Contracts Manager
King Moffatt

"I would like to thank you and Sunni for the superb training supplied to us. I believe this will be a major benefit to our company going forward."

I had each delegate complete feedback forms and can only say that the responses were unanimously positive, with all aspects of the training scoring a

Phil Allen
General Manager
APLE

"As the MD of an electronics Company I needed to ensure that all my people were fully conversant with Microsoft Excel, Word and Access in order to work effectively & efficiently. In addition, our managers frequently need to present ideas and concepts to groups of varying sizes, including presentations to potential clients. PBT were able to satisfy all of these requirements in a single package."

What impressed me most was Paul's ability and willingness to tailor training sessions to meet the individual needs of our staff. Everyone felt that they had received a personalised learning experience, despite dealing with groups of ten or more.

As a result, everyone's confidence level with the Microsoft Office suite has soared and they no longer waste time trying to teach each other."

Bob Davis
Managing Director
Deltron Emcon

Foundation Microsoft Access

The course includes:

- Introduction to the main MS Project Views
- How MS Project creates the Gantt Chart
- Creating & defining a new project
- Defining project working times
- Creating custom calendars
- Entering and outlining project tasks
- Understanding task linkage types
- How to link tasks correctly
- Setting milestones & deadlines
- Setting lag and lead time
- Entering & assigning resources
- How to resolve over allocated resources
- Setting the baseline & interim plans
- Tracking and updating the project

Advanced Microsoft Access

The course includes:

- Querying with SQL
- Writing SQL statements
- Attaching SQL queries to controls
- Creating parameter queries
- Creating crosstab queries
- Using action queries
- Creating and editing macros
- Importing and exporting objects
- Linking Access objects
- Synchronising and replicating the database
- Encrypting and decrypting databases