

PARADISE TRAINING



Microsoft Applications Training Courses

Our application training rooms are suitable for up to 12 delegates and are fully air-conditioned, equipped with internet access, whiteboard, flipchart, projector and wrist supports.

All courses can also be delivered at client sites and can be adapted to suit your requirements (bespoke workshops).

All courses are available using Windows XP, Windows Vista, Windows 7 operating systems and Office 2000, Office XP, Office 2003, Office 2007 and Office 2007 application suites.

Title	Duration
An Introduction to Windows	1 day
Microsoft Access Introduction	2 days
Microsoft Access Intermediate	2 days
Microsoft Access Advanced	2 days
Microsoft Excel Introduction	1 day
Microsoft Excel Intermediate	1 day
Microsoft Excel Advanced	1 day
Microsoft Office Conversion 2007	1 day
Microsoft Office Conversion 2010	1 day
Microsoft Outlook Introduction	1 day
Microsoft Outlook Intermediate/Advanced	1 day
Microsoft PowerPoint Introduction	1 day
Microsoft PowerPoint Intermediate/Advanced	1 day
Microsoft Word Introduction	1 day
Microsoft Word Intermediate	1 day
Microsoft Word Advanced	1 day

For more information please contact our training team on

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