



HM Government
G-Cloud
Supplier

Microsoft Partner
Silver Cloud Productivity
Silver Small and Midmarket Cloud Solutions



Strategic
Partner



Microsoft Office Expertise

Solutions for Enhancing & Automating Office



Sage



Cloud



Training



IT Services

- Using Microsoft Office to its full potential
- Automating links between Excel, Word and Access
- Utilising VBA to audit, validate and restrict data access
- Delivering complete “Office Solutions” fit for purpose

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 **Paradise**
I.T. FOR BUSINESS



Microsoft Office Application Training



Great Experience

Paradise have been developing solutions in Microsoft Office since the early 1990's and can demonstrate a wide range of off-the-shelf solutions to requirements as diverse as staff training records, helpdesk systems, time and attendance recording, project management and membership databases.

Delivery Approaches

Hand in hand with our excellent training products for Office products at the beginner, intermediate and advanced levels, we provide both Solutions and Workshops:

The Solution is a fully developed solution to a requirement using Office. This may be a tool to achieve one or more specific functions, agreed using a detailed specification including definitions and mocked-up screens and delivered as a finished product at a fixed price including full project management, User Acceptance Testing and Sign-Off.

The Workshop approach is more flexible - working towards a solution using on-site attendance by an experienced Office developer & working with your own staff so

knowledge transfer is provided as well as a working prototype of the finished solution. Further workshops can be arranged to polish the result or to continue the development.

Excel

Typical Excel Solutions and Workshops include advanced use of Excel to control, validate, restrict and enhance spreadsheet operation.

Word

Typical Word Solutions and Workshops include document automation and self-generating documents like letters and forms.

Access

Any Access applications can be developed from scratch or by taking over support of an existing solution and improving quality, speed, validation and automation.

Tools employed include:

- Linking spreadsheets
- Validating data entry
- Generating automated emails
- VBA (macros) to automate processes
- Pivot Tables and Power Pivot
- Integration between Excel, Word, Outlook & Access

Whenever your challenge involves Microsoft Office – Contact Paradise to arrange for an investigation and quote to resolve your problems.