



# MICROSOFT OFFICE COURSES EXCEL, WORD, POWERPOINT, OUTLOOK & PROJECT

## NON ACCREDITED COURSES

Naomi our Trainer has extensive experience in the computer training industry and is a Microsoft Office Master Instructor. Evaluations reflect Naomi's passion for facilitating learning and helping participants achieve their goals. Naomi has extensive experience delivering training across all industry sectors and developing specialist training materials to suit different clients. Naomi is enthusiastic about the products and how to work effectively and as quickly as possible using them and the aim is for all participants leave the room excited to get back to using the product more efficiently.

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### Entry Requirements

A moderate English language, literacy and numeracy skill is required.

### Target Group

Appropriate for those working in roles where they are required to use Microsoft Office programs.

### Methods of Delivery

Face to Face - On-site with us (Osborne Park) or on site with you.

### No of Participants

Minimum of 8 participants per class

### Cost

\$420 One Day or \$840 Two Day Course  
Corporate company rates available - please contact us.

### Duration

One or two days depending on the course

### Outcome







**Certificate of Attendance for each course completed.**





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### NON ACCREDITED COURSES

	<b>MICROSOFT EXCEL ESSENTIALS TRAINING</b>	 1 DAY	 \$420
	<b>MICROSOFT INTERMEDIATE EXCEL TRAINING</b>	 2 DAYS	 \$840
	<b>MICROSOFT EXCEL ADVANCED TRAINING</b>	 2 DAYS	 \$840

	<b>MICROSOFT WORD ESSENTIALS TRAINING</b>	 1 DAY	 \$420
	<b>MICROSOFT WORD INTERMEDIATE TRAINING</b>	 2 DAYS	 \$840
	<b>MICROSOFT WORD ADVANCED TRAINING</b>	 2 DAYS	 \$840

	<b>MICROSOFT POWERPOINT ESSENTIALS TRAINING</b>	 1 DAY	 \$420
	<b>MICROSOFT POWERPOINT ADVANCED TRAINING</b>	 1 DAY	 \$420

	<b>MICROSOFT OUTLOOK ESSENTIALS TRAINING</b>	 1 DAY	 \$420
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	<b>MICROSOFT PROJECT INTRODUCTION INTERMEDIATE TRAINING</b>	 2 DAYS	 \$840
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#### Delivery

MTA Training Facility in Osborne Park or;  
on-site delivery with you (minimum 8 people)

#### Qualification

Certificate of Attendance

Mobilisation fees may apply for site-based training.