



fusionHR
IT'S A PEOPLE THING

Microsoft Office Training

Microsoft Office courses, bespoke to your needs

Target Audience

This session is designed for Administration Staff

Course Details

A complementary Training Needs Analysis is included to ensure the most useful course content is provided. Courses that can be delivered:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Publisher

All courses include training guide handouts for each delegate and 3 months' follow up email/telephone support.

Training delivered by a Microsoft Accredited Trainer with over 15 years experience.

Cost

SLA Clients: £195 + VAT per person
Non-SLA Clients: £220 + VAT per person

How to Book

Call 01924 827869 or go online to www.fusionbusiness.org.uk to book.

enquiries@fusionbusiness.org.uk
www.fusionbusiness.org.uk
01924 827869

Full Day
Workshop

Key Benefits

- Accredited Microsoft Office courses, bespoke to your needs and findings from initial assessment
- Microsoft Word, Excel, PowerPoint, Outlook, Publisher - includes training guides for delegates and 3 months' follow up email/telephone support

Speaker Profile

Altum V Learning & Development use practical experience to assess your key skills and then recommend bespoke training solutions appropriate to the needs of your business. Delivered in a practical class-room style approach, training is hands-on with supportive mentoring along the way.