



Course Outline

Tailored Training

Improvers Level

What is improver's level?

We realise that sometimes people are reluctant to attend an introduction course when they already have some experience using an application; however, their limited experience also means they are not quite ready to attend an intermediate level course.

"Improver's level" bridges this gap and combines the absolute essential skills you need as a foundation for this application with a selection of more in-depth topics from the intermediate level course. During a typical Improvers level course, we would re-visit key skills, showing quickest methods and best practices, until we feel all delegates have a satisfactory grasp of them. Then we move onto the more in-depth Intermediate topics.

Based on our experience, what delegates tell us, and our understanding of delegates' needs, we can very quickly select the right topics on the day of training to suit them. Alternatively, if you would like to prepare a list of topics in advance of training based on your exact requirements, we will be happy to create a specific lesson plan to suit you.

Style of training

A structured, hands-on, tutor-led session using practical examples and exercises.

Course aims and objectives

This course is designed to take existing users to the next ability level by providing them with new skills and a more in-depth understanding of Microsoft® Excel's capabilities.

Who should attend?

1. Users who have previously attended an introduction course and need refreshing
2. Self-taught users who would like to improve their skills and use best practice methods
3. Users who need to update existing skills and pick up new hints, tips and shortcuts

Prerequisites

Delegates attending this course should have some previous experience using this application and be able to carry out most common basic tasks.

Course duration

1 or 2 days – Typically 9.30am to 4/4.30pm (We can be flexible to suit your needs)

Benefits to the individual and organisation

- ✓ Save valuable time, get the job done quickly and efficiently
- ✓ Discover smart short cuts and valuable hints and tips
- ✓ Present your work proficiently to portray a professional image
- ✓ Learn new skills and develop your IT confidence
- ✓ Improve your CV and advance your career prospects
- ✓ Do it properly first time - Avoid time wasting and costly mistakes
- ✓ Keep up with (and ahead of) your competition
- ✓ Save money, investment in training pays for itself over and over again