



Boost your career prospects with a Pitman Training

# Microsoft Office Plus Diploma Programme

**Designed for:** People who need to learn intermediate Microsoft Office skills quickly for secretarial, administrative and office roles.

**Objectives:** To quickly provide you with all the everyday skills necessary for success in an office environment.

## Core Subjects:

Word Proficient  
Excel Proficient  
PowerPoint  
Access  
Outlook

## Recommended Electives – Choose Two:

Computer Keyboard Skills  
Keyboard Speed Development  
MS Office 2007 Parts 1 & 2  
Effective Business Communication

## Guideline Learning Time:

You can complete this programme in as little as 5 weeks or take up to 1 year, full-time, part-time, evenings or Saturdays.

*As all our diploma programmes offer a high degree of tailorability, prices and duration are calculated for the specific needs of each student, based on exemptions for their existing skills and their choices of electives.*



For more information or to arrange an appointment with a Course Advisor, please call **020 7025 4700 for High Holborn,** **020 7792 5214 for Notting Hill** or visit [www.holborntesting.co.uk](http://www.holborntesting.co.uk)