



Boost your career prospects with a Pitman Training

Microsoft Office Fast Track 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 Beginners/Intermediate OR Advanced
Excel Beginners/Intermediate OR Advanced
PowerPoint
Access
Outlook

Guideline Learning Time:

You can complete this programme in as little as 3 weeks or take up to 1 year, full-time, part-time, evenings or Saturdays.

Monthly Instalment
Payment Plans May
Be Available
For This Programme.

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.

Also See Our Microsoft Office Plus Diploma Programme



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