



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 Beginners/Intermediate OR Advanced
Excel Beginners/Intermediate OR Advanced
PowerPoint
Access
Outlook

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.

Recommended Electives - Choose Two:

Computer Keyboard Skills
Keyboard Speed Development
Audio Typing
Effective Business Communication

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