

Course Fees








Fees listed are per **delegate** per **day**

Course durations vary – please see details below

Standard courses				Specialist	Flexible
Introduction	Improver	Intermediate	Advanced	VBA & Macros	Custom
£130	£130	£130	£150	£190	£Negotiable

Fee includes course materials, refreshments and a light lunch

Course Durations

	Access	Database design and development	<i>Level</i> Introduction Intermediate Advanced	<i>Duration</i> 2 Days 2 Days 1 Day
	Excel	Spreadsheet calculations and analysis	<i>Level</i> Introduction Improver Intermediate Advanced	<i>Duration</i> 1 Day 1 Day 1 Day 1 Day
	OneNote	Electronic note-taking and organising	<i>Level</i> Introduction	<i>Duration</i> 1 Day
	Outlook	Information management	<i>Level</i> Introduction Intermediate	<i>Duration</i> 1 Day 1 Day
	PowerPoint	Presentations	<i>Level</i> Introduction Intermediate	<i>Duration</i> 1 Day 1 Day
	Word	Document production	<i>Level</i> Introduction Improver Intermediate Advanced	<i>Duration</i> 1 Day 1 Day 1 Day 1 Day
	Visual Basic for Applications	Automating spreadsheets, documents and databases with Macros	<i>Level</i> Introduction Intermediate	<i>Duration</i> 1 Day 2 Days