

Computers and Software

The modern office is equipped with powerful tools to help us save time and operate a successful business. However, unless your employees know how to use them effectively, such tools are all too often wasted. Misuse or reluctance to use technology wastes your employees' time to the tune of 48 minutes a day. Use these online computer and software courses to give your managers and employees the confidence to make the most of office technology.



European Computer Driving Licence (ECDL)

The ECDL is an internationally recognised qualification that improves computer skills, increases IT speed and effectiveness and removes the stress and frustration of not being able to use a computer efficiently. This group of seven courses can be used to work towards formal assessment for the ECDL qualification, although the required assessments for the qualification must be purchased separately from an approved ECDL test centre. Research in the NHS found that people regained, on average, 35 minutes per working day as a result of new skills acquired through structured IT user skills training. ECDL (All seven modules) 80 hrs- ECDL – Concepts of Information Technology (IT) 11 hrs- ECDL – Databases 11 hrs - ECDL – Electronic Communication 11 hrs- ECDL – Presentations 11 hrs- ECDL – Spreadsheets 11 hrs- ECDL – Using Your Computer 11 hrs- ECDL – Word Processing 11 hrs

Keyboard and Typing Skills

With increased typing speed and greater accuracy, your staff's productivity will increase dramatically. Keyboard A-Z (KAZ) 3 hrs

IT Applications

IT proficient staff are more efficient, more effective and more productive than those who shy away from computers. Make sure your employees have the skills they need to make powerful modern software work for your organisation. Providing an introduction to databases, spreadsheets, email and the internet, this eCourse will help your staff get to grips with the basics of popular IT applications.- IT Applications 5 hrs

Microsoft Access

Help your staff to avoid 'information overload' and give them the skills they need to make the most of Microsoft Access. Microsoft's database management system makes it easy to find information, analyse data and create accurate reports. These eCourses show you how to create tables and populate them with data, organise information, use filters and sort data, create relationships between tables and import data from other sources. Microsoft Access is ideal for managing stock and consumer data. Access 2000 5 hrs - Access 2003 5 hrs - Access XP 5 hrs

Microsoft Excel

Having a good grip on your financial data can help everything else about your business fall into place. Microsoft Excel is amazingly powerful – it offers the tools to access, process, analyse, share and display the numerical information you need to run your business. You'll learn how to create, manipulate and share spreadsheets, use a range of formulas and functions to make worksheet calculations, and create and format charts. Excel 2000 8 hrs- Excel 2003 8 hrs- Excel XP 8 hrs

Microsoft FrontPage

Looking for a quick and cost-effective way to create a website in-house? Guiding you through the whole process – from initial planning to going 'live' on the internet – this course demonstrates how to design and create easy-to-navigate web pages that are both functional and pleasing to the eye. FrontPage covers the practical skills needed to organise a website, select an appropriate web server and maintain a site on a regular basis.- FrontPage 2000 4 hrs

Microsoft Outlook

Improve your communications, optimise your time management skills and maximise your efficiency. Using Microsoft Outlook, you'll be shown how to send and receive e-mails, use the calendar to manage schedules and arrange meetings, create contact lists, record tasks and make journal entries. The software will enable you and your staff to achieve more during the working day. Outlook 2000 5 hrs - Outlook 2003 5 hrs - Outlook XP 5 hrs

Microsoft PowerPoint

A strong visual presentation helps an audience remember you and your message. Whether presented at a conference or communicated over the internet, PowerPoint provides the necessary tools to make a point – powerfully. Learn how to create and modify presentations by adding text, bullet points and graphics; and enhance your presentations using text

formatting, colour schemes, charts, tables, audio and video clips. PowerPoint 2000 5 hrs - PowerPoint 2003 5 hrs - PowerPoint XP 5 hrs

Microsoft Project 2000

Deliver your projects on time and to budget! Project 2000 provides you and your staff with all the tools needed to assign appropriate resources to a project, keep accurate budgets, monitor timescales and ensure each deadline is met. Learn how to create and use a Gantt chart to plan, assign a calendar, create a task list and define the timescale of your project. Project 2000 5 hrs

Microsoft Word

Well-presented, accurately-written documents boost the credibility of your business. Microsoft Word is packed with features designed to help you produce highly professional business documents. Learn how to maximise the software's capability by creating, inserting and deleting text, and creating headers and footers. Grasp the basics then explore Word's more advanced features. Word 2000 8 hrs- Word 2003 8 hrs -Word XP 8 hrs