

Microsoft Word

Not sure of the Windows version you use?
Call us on 0800 170 7777 and we'll help
you choose the right course

Introduction to Word 2003/2007

Who is it for?

Our introductory Microsoft Word courses are suitable for brand new word users or those with limited knowledge who want to improve their skills.

What will I get out of it?

- A structured introduction to key Word features
- A variety of practical exercises
- A quickstart workbook of key points to keep on your desk as a reference
- Time-saving hints, tips, and shortcuts

Course overview

- Document viewing and selection techniques
- Aligning text in documents
- Creating bulleted and numbered lists
- Using the ribbon (Word 2007 only)
- Inserting and formatting tabs
- Working with tables
- Formatting a page with borders, shading and fonts
- Using mail merge features

Introduction to Word XP/2003

London Nov: 9 Feb: 20

Duration 1 day

Cost £199 + VAT

Code MIDWXP

Introduction to Word 2007

London Oct: 14 Dec: 12 Feb: 10

Duration 1 day

Cost £199 + VAT

Code MIDW07

Advanced Word 2003/2007

Who is it for?

Our advanced Microsoft Word courses are suitable for anyone with solid working knowledge of the software.

What will I get out of it?

- A thorough understanding of advanced word features like style sheets, macros and security
- A quickstart workbook of key points to keep on your desk as a reference
- Individual advice on your specific word problems from the trainer

Course overview

- Managing styles and style sheets
- Using breaks to manage styles and content
- Controlling headers and footers
- Inserting, captioning and controlling images on the page
- Inserting charts and managing surrounding text
- Creating a table of contents
- Creating Macros to Automate tasks

Advanced Word XP/2003

London Sep: 30 Jan: 9

Duration 1 day

Cost £199 + VAT

Code ADWXP

Advanced Word 2007

London Sep: 14 Nov: 14

Jan: 23 Mar: 20

Duration 1 day

Cost £199 + VAT

Code ADW07

Microsoft Powerpoint

Not sure of the Windows version you use?
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Introduction to Powerpoint 2003/2007

Who is it for?

Our introductory Microsoft Powerpoint courses are suitable for any new or inexperienced Powerpoint user.

What will I get out of it?

- A structured introduction to Powerpoint that will make your presentations better
- The opportunity to use your skills for real with a variety of practical exercises
- A quickstart workbook of key points to keep on your desk as a reference

Course overview

- Using toolbars, the window and the ribbon (2007 only)
- Working with text, images and design
- Using the slide master
- Presentation techniques

Introduction to Powerpoint 2003

London Oct: 7 Dec: 2

Jan: 25 Mar: 12

Duration 1 day

Cost £199 + VAT

Code ITPXP

Introduction to Powerpoint 2007

London Oct: 14 Nov: 28 Jan: 19

Feb: 22 Mar: 28

Duration 1 day

Cost £199 + VAT

Code ITP07

Intermediate Powerpoint 2003/2007

Who is it for?

Our intermediate Microsoft Powerpoint courses are ideal for delegates who have some experience using the software to design and deliver presentations.

What will I get out of it?

- Total confidence in setting up, writing and editing your own presentations
- Understanding of how to use slides to hold your audience's attention
- Added value for your presentation
- Specific advice for the presentation challenges you face

Course overview

- Exploring quick data entry features
- Document viewing and selection techniques
- Using the font dialog box
- Aligning text in documents

Intermediate Powerpoint 2003

London Sep: 29 Nov: 17

Jan: 13 Mar: 6

Duration 1 day

Cost £199 + VAT

Code MIDPXP

Intermediate Powerpoint 2007

London Sep: 21 Oct: 28 Dec: 7

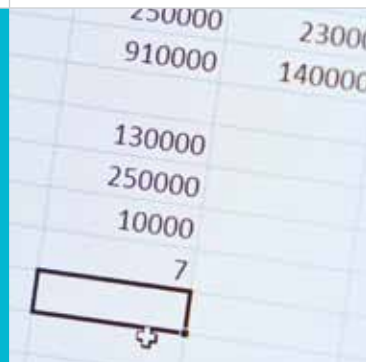
Jan: 19 Feb: 22 Mar: 28

Duration 1 day

Cost £199 + VAT

Code MIDP07

“Really, really enjoyed this. Easy to follow and explained well – I feel much more confident.” Kate Marchant, Creating Connections Ltd



Microsoft Excel

Not sure of the Windows version you use?
Call us on 0800 170 7777 and we'll help
you choose the right course

Introduction to Excel 2003/2007

Who is it for?

Our introductory Excel courses are suitable for complete beginners, or those who have some self-taught knowledge

What will I get out of it?

- A structured introduction to key Excel features
- The opportunity to use your skills for real with a variety of practical exercises
- A quickstart workbook of key points
- Time-saving hints, tips and shortcuts

Course overview

- Understanding the Excel window
- Using the Ribbon (Excel 2007 only)
- Creating, and editing a worksheet
- Formatting worksheets
- Introduction to functions, charts
- Quick data entry techniques

Introduction to Excel 2003

London Sep: 5, 15, 28 Oct: 11, 25
Nov: 9, 18 Dec: 1, 14
Jan: 9, 24 Feb: 8, 22
Mar: 8, 22

Duration 1 day

Cost £199 + VAT

Code ITEXP

Introduction to Excel 2007

London Sep: 13 Oct: 3, 24
Nov: 10, 30 Dec: 19
Jan: 16 Feb: 3, 23 Mar: 13

Duration 1 day

Cost £199 + VAT

Code ITE07

Intermediate Excel 2003/2007

Who is it for?

These intermediate courses are suitable for delegates who already have working knowledge of Excel.

What will I get out of it?

- Useful practical exercises
- Free attendance on a refresher course within a year

Course overview

- Using filters, COUNT functions and lookups for analysis
- Linking spreadsheets and workbooks
- Using the IF function
- Conditional Formatting
- Tracing cell inputs
- Custom charts

Intermediate Excel 2003

London Sep: 7, 16, 26 Oct: 4, 13, 24
Nov: 2, 11, 21, 30
Dec: 9 Jan: 6, 20
Feb: 6, 21 Mar: 7, 23

Duration 1 day

Cost £199 + VAT

Code MIDEXP

Intermediate Excel 2007

Edinburgh Oct: 4 Jan: 10
London Sep: 12, 27 Oct: 12, 28
Nov: 14, 29 Dec: 13
Jan: 4, 13, 26 Feb: 7, 16, 27
Mar: 9, 21, 30

Duration 1 day

Cost £199 + VAT

Code MIDE07

Advanced Excel 2003/2007

Who is it for?

These advanced courses are for delegates who already have strong working knowledge of Excel.

What will I get out of it?

- Expert guidance on Excel's most advanced features
- More efficient and powerful spreadsheets

Course overview

- How to use the Goal Seek feature
- Manipulating scenarios
- Using text functions
- Applying nested IF functions
- Creating, formatting and using pivot tables for data analysis
- Recording, editing and using macros

Advanced Excel 2003

Edinburgh Nov: 1 Feb: 6
London Sep: 19-20 Oct: 12-13
Nov: 3-4, 28-29 Dec: 19-20
Jan: 19-20 Feb: 8-9
Mar: 1-2, 21-22

Duration 2 days

Cost £350 + VAT

Code ADEXP

Advanced Excel 2007

London Sep: 5-6 Oct: 10-11
Nov: 15-16 Dec: 20-21
Jan: 30-31 Feb: 23-24
Mar: 26-27

Duration 2 days

Cost £350 + VAT

Code ADE07

Introduction to Visual Basic for Excel

Who is it for?

This course is suitable for people who would like to use VBA to enhance their Excel spreadsheets. Advanced knowledge of Excel is required. A prior knowledge of Visual Basic is not required.

What will I get out of it?

- An overview of how to use Visual Basic to write programmes
- Advanced understanding of functions and macros
- One-to-one tuition from an expert
- Attendance on a free refresher course within a year

Course overview

- Macros: Writing; Editing
- The Visual Basic Integrated Development Environment
- Creating and editing modules, objects and procedures
- Creating new functions
- Declaring constants and variables
- Writing loops & arrays

Introduction to Visual Basic for Excel

London Sep: 26-27 Nov: 1-2
Dec: 8-9 Jan: 17-18
Feb: 16-17 Mar: 19-20

Duration 2 days

Cost £350 + VAT

Code VBE



“Really experienced and knowledgeable trainer with an approachable and accessible style.”
Naomi Redrup,
Barclays Bank

More courses

Find all of our IT courses online at reedlearning.co.uk/IT

Web Design with Adobe Dreamweaver

Who is it for?

Our intermediate Microsoft Powerpoint course is ideal for delegates who have some experience using the software to design and deliver presentations..

What will I get out of it?

- Total confidence in setting up, writing and editing your own presentations
- Understanding of how to use slides to hold your audience's attention
- Added value for your presentation
- Specific advice for the presentation challenges you face

Course overview

- Exploring quick data entry features
- Document viewing and selection techniques
- Using the font dialog box
- Aligning text in documents

London Oct: 17-18 Jan: 16-17
Apr: 16-17

Duration 2 days

Cost £550 + VAT

Code DRM

Train the IT Trainer

Who is it for?

This course is ideal for IT trainers at any level of experience who would like to pick up practical training techniques and refresh skills.

What will I get out of it?

- Improved feedback from delegates
- Higher quality training materials
- More effective training sessions

Course overview

- Structuring your sessions
- Creating intuitive and effective materials
- Workshops to practice presentation skills and training situations
- Set realistic objectives and overcome potential obstacles
- Guiding groups with mixed abilities

London Oct: 4-5 Jan: 9-10
Mar: 15-16

Duration 2 days

Cost £550 + VAT

Code ITNT

Introduction to Microsoft Project 2003/2007

Who is it for?

New users of Microsoft Project (2003 or 2007 versions).

What will I get out of it?

- Skills to keep track of your projects
- An understanding of the scope of Microsoft Project
- The capability to add resources to the project

Course overview

- Terminology in project management
- Environment setting options
- Planning and defining a project
- Creating the Gantt chart
- Linking tasks & defining relationships
- Setting milestones and constraints
- Outlining a project and creating sub-projects
- Critical path analysis
- Planning resource usage
- Analysing the project budget
- Setting a baseline

Introduction to Microsoft Project 2003

London Oct: 6 Nov: 23 Feb: 24

Duration 1 day

Cost £199 + VAT

Code IMSP

Introduction to Microsoft Project 2007

Course runs in-house or on request

Duration 1 day

Cost £199 + VAT

Code IMSP07

Advanced Microsoft Project 2003/2007

Who is it for?

These courses are suitable for managers of complex projects with some experience of Microsoft Project.

What will I get out of it?

- Understanding of the advanced features of MS Project
- Greater control of complex projects
- Skills to customise MS Project

Course overview

- Review project scheduling
- Review resource allocations and resolve over allocations
- Working with multiple projects
- Using workspaces
- Using resource pools
- Customising views and tables
- Importing and exporting data

Introduction to Microsoft Project 2003

Course runs in-house or on request

Duration 1 day

Cost £199 + VAT

Code AMSP

Introduction to Microsoft Project 2007

Course runs in-house or on request

Duration 1 day

Cost £199 + VAT

Code AMSP07

“An impressive course and a very impressive facilitator. It has given me a wealth of valuable and practical ideas.” Lee Smith, Gatehouse Group



EXPERIENTIAL LEARNING

Challenging experiences delivering practical lessons in team management, communication & leadership.

Our experiential programmes are about learning by doing. Engaging and compelling, delegates will leave with new confidence, fresh approaches and an unforgettable experience. All programmes are delivered by expert tutors and can be tailored to suit an organisation's specific needs.

Communication & management in a professional kitchen

Put your project management, leadership, team work & communication skills to the test

- Combine classroom learning and practical application in the pressure of a professional kitchen environment
- Choose from four courses: Project Management, Leadership, Team Working or Communication
- Be supported by a skilled facilitator & a professional chef



Decision-making under pressure on HMS Excellent, Portsmouth

Develop quick thinking & decisive management skills

- Experience a one-of-a-kind learning event at the Royal Navy sinking ship simulator
- Develop quick thinking, fast responses and decisive communication skills under pressure
- Delivered by skilled instructors in a controlled and safe environment
- Prices from £8,000 for a group of 12



Alpine Leadership Challenge

Life-changing leadership lessons in the Austrian Alps

- Discover your leadership potential in the awesome surroundings of the Alps
- Experience the most rewarding, challenging leadership training you'll ever attend
- Price from £15,000 (excluding flights) for a group of eight



Cotswold Experiential Learning Park

Boost team morale and develop management skills

- Create a memorable learning experience using outdoor team activities combined with classroom training and the guidance of experienced facilitators
- Choose from over 20 possible exercises to tailor the event to your requirements
- Prices from £4,100 for a group of 10



Team building and mixology

Motivate and energise your team

- Create spectacular drinks and go head-to-head with your colleagues on team cocktail making competitions
- The Mixology Masterclass can be held either in your offices or any venue of your choice



CALL 020 7520 6600 TO FIND OUT MORE ABOUT LEARNING BEYOND THE TRAINING ROOM