

## Pitman Training Microsoft Office Plus Diploma

**Designed for:** Individuals who wish to validate their skills using Microsoft Office applications.

**Objectives:** To give value of learning how to use and control Microsoft applications that will equip you for faster, more effective computer work in the office or at home.

### Course Content

#### Core Subjects

- **Microsoft Word** – Learn word processing skills to a good business standard. This will enable you to create professional looking documents, produce tables, insert pictures and much more.
- **Microsoft Access** – Develop database skills from initial design stage to running reports and queries.
- **Microsoft Excel** – Learn spreadsheet skills to a good business standard. This course will enable you to create a spreadsheet, enter data, formulas and functions, create charts and more.
- **Microsoft Outlook** – Learn how to share, manage and schedule information electronically.
- **Microsoft PowerPoint** – Gain competency in creating slide presentations. Areas covered include formatting, inserting tables, pictures, sound, hyperlinks, and applying transition and timing effects to a slide show.

#### Recommended Electives – choose TWO:

- Computer Keyboard Skills
- Keyboard Speed Development
- Microsoft Excel Expert
- Microsoft Word Expert
- Create, Manage and Integrate Files
- Microsoft Publisher
- Office 2007 Fast Modules 1-3
- Office 2007 Fast Modules 4-6

**The above are recommended electives for this Diploma. Alternative subjects may be chosen. Please discuss the options with your Course Advisor.**

### Benefits

- Equip you to start a new career.
- The flexibility and value of a self-study course designed to enable you to work at your own pace.
- Personalised workbooks to use as a reference guide on completion of your training.
- The opportunity to gain a Pitman Training Diploma that is recognised nationally and internationally by employers.
- On successful completion of this diploma, and after successfully achieving four of the following Microsoft courses and examinations: Word Expert, Excel Expert, PowerPoint, Access or Outlook, students are eligible to achieve Microsoft certification.

**Guideline Learning Time: 5 weeks full-time\* (140 hours flexi study)**

*\* based on 20-30 hours a week*