

Microsoft Office Diploma



Gain a good business standard level of knowledge in key Microsoft Office programs — Word, Excel, Outlook, Access, and PowerPoint.

For anyone looking to rise to a good business standard in every program in a short space of time, our Microsoft Office Diploma is the ideal course for you. The diploma includes Word, Excel, PowerPoint, Access, and Outlook.

The office software skills every business needs

To work in most businesses you'll need a good command of the universally accepted Microsoft Office software programs. They are the most commonly used suite of programs and will open the door for you to get a great job in many different industries.

Our Microsoft Office Diploma is an intensive course dedicated to giving you the technology skills you need in six weeks. You'll learn Microsoft Office to a good business standard level or if you wish, you can move to expert level. This fast-paced diploma will teach you the skills you need in a short space of time.

The skills you need to get the job and succeed

Without a good grasp of the Microsoft Office suite of software programs, you'll struggle to even get past interview stage. That's why most Pitman Training diplomas hold at least one or two Microsoft Office courses.

But for those of you looking to get up to a good business standard in every program in a short space of time, our Microsoft Office Diploma is the ideal programme for you.

What will you get in return?

A Pitman Training diploma is one of the most prestigious credentials you can gain from one of the most highly regarded training organisations across the world. Businesses recognise the Pitman Training name as a sign that you have been trained to the very highest level. With your Microsoft Office Diploma, you'll have world-class skills to get a job as a valued member of any business.

AIMS AND OBJECTIVES

For those of you looking to get up to a good business standard in every program in a short space of time, our Microsoft Office Diploma is the ideal course for you.

PRE-REQUISITES

There are no pre-requisites for this diploma.

CAREER PATH

Possession of Microsoft Office certifications will help you across a wide range of industries and careers.

Many employers looking to fill roles such as Secretary, Senior Administrator, Executive Assistant (EA), Personal Assistant (PA) often specifically list Microsoft Office skills as a requirement for potential applicants.

CORE COURSES

Word

You will learn how to use the core features of Word, such as how to create, format, and edit documents, work with styles, and much more. The course includes media demonstrations, hands-on activities, and knowledge check questions.

Excel

You will learn how to use the core features of Excel, such as how to create and format worksheets, use functions, create formulas, and more. Excel is the world's most popular spreadsheet program and by the end of the course you will be effective in creating and manipulating spreadsheets.

Word Expert

You will learn advanced-level features of Microsoft Word, such as templates, document protection, Track Changes, forms, macros, and more.

or Excel Expert

You will learn advanced-level features of Microsoft Excel, such as macros, PivotTables, PivotCharts, and data analysis tools to help you make data-driven decisions.

or Access

This popular database application is widely used across many employment sectors. You will learn the core features and functions of this database management application, so that you will be effective in creating and managing databases.

PowerPoint

In this course, you will learn how to use the core features of PowerPoint, such as how to create, format, and edit presentations, work with images, graphics, transitions, animations, and much more.

Outlook

You will learn how to use the core features of Outlook, such as how to send, receive, and manage email messages, use the calendar for scheduling appointments, create tasks and notes, set up rules, creating search folders and more.



CPD Points: 150

(Awarded CPD points upon successful completion)



To discuss your current skills and aspirations call now:

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: or visit

www.pitman-training.com.kw



Guideline Learning Time

150 hours flexi study or 6 weeks full-time

(Full-time based on approx 20-30 hours a week)