Microsoft Office Pick and Mix Training

Duration: **1 Day**

BILGINC IT Academy
info@bilginc.com
bilginc.com

Introduce your staff to time-saving and productivity-boosting features in Microsoft Office using our bite-size Sessions, session delivered in one day.

Just choose a maximum of 4 End User Application Sessions from the extensive list of 31 Sessions shown on the following pages, these sessions target specific topics.

More detailed training courses are also available on all Office applications, please contact us for more details.

Delivery method

Virtual Training accessible from your desktop or laptop, session will be fully interactive and will require everyone to have their own PC or Laptop, headset/speaker to participate in the session and would benefit from having 2 screens. These sessions are also available to run as live face-to-face classroom events at your site or one of our Offices.

Prerequisites

- Use of mouse and keyboard
- Ability to navigate the Windows environments
- Open and close programs