

# Microsoft Office ½ Day Workshops

For those who find it hard to take a full day away from their desk we offer short 3 hour courses. Or, if required just tell us what you want to do on the sessions and we will happily accommodate your request.

| Office 2016 / 2010 Courses |                        |                   |                       |
|----------------------------|------------------------|-------------------|-----------------------|
| Excel                      | Access                 | PowerPoint        | Word                  |
| Basics                     | Basics                 | Basics            | Basics                |
| Charts                     | Query Basics           | Presentations     | Tables & Lists        |
| Formatting                 | Advanced Queries       | Graphics & Charts | Style Management      |
| Maths Basics               | Form Design 1          | Templates         | Mail Merge & Graphics |
| Maths – The Next Steps     | Form Design 2          |                   | Long Documents        |
| Complex Formulae           | Report Design          |                   |                       |
| Data Analysis              | Tables & Relationships |                   |                       |
| Useful Features            |                        |                   |                       |
| Macros                     |                        |                   |                       |

To find out more and for course outlines please contact us on:

**0845 108 5481** or just email [info@enliten-it.com](mailto:info@enliten-it.com)