

# Microsoft Office Training

## Database

**ACCESS**  
2010 / 2013 / 2016

- Introduction
- Intermediate
- Advanced

## Spreadsheet

**EXCEL**  
2010 / 2013 / 2016

- Introduction
- Intermediate
- Advanced

## Word Processing

**WORD**  
2010 / 2013 / 2016

- Introduction
- Intermediate
- Advanced

## Email & Calendar

**OUTLOOK**  
2010 / 2013 / 2016

- Introduction
- Advanced

## Presentations

**POWERPOINT**  
2010 / 2013 / 2016

- Introduction
- Advanced

## Project Management

**PROJECT**  
2010 / 2013 / 2016

- Introduction
- Advanced

## Note Taking

**ONENOTE**  
2010 / 2013 / 2016

- Introduction
- Advanced

## Desktop Publishing

**PUBLISHER**  
2010 / 2013 / 2016

- Introduction
- Advanced

## Diagrams

**VISIO**  
2010 / 2013 / 2016

- Introduction
- Advanced

## Cloud Applications

**OFFICE 365**

- End User

## Sharing & Collaboration

**SHAREPOINT**

- End User

## Programming

**VBA**  
2010 / 2013 / 2016

- Microsoft Office

For more information, please contact us