IT Courses

MS Office 2003

* Access 2003
	+ Introduction – 8hrs 52 mins
	+ Advanced – 7hrs 12 mins
* Excel 2003
	+ Introduction – 7hrs 55 mins
	+ Intermediate – 5hrs 48 mins
	+ Advanced – 6hrs 20 mins
* Outlook 2003
	+ Introduction – 7hrs 37 mins
	+ Advanced – 6hrs 20 mins
* PowerPoint 2003
	+ Introduction – 8hrs 46 mins
	+ Advanced – 5hrs 40 mins
* Publisher 2003 – 4hrs 33 mins
* Word 2003
	+ Introduction – 8hrs 43 mins
	+ Intermediate – 7hrs 23 mins
	+ Advanced – 5hrs 32 mins

MS Office 2007

* Access 2007
	+ Introduction – 7hrs 47 mins
	+ Advanced – 7hrs 16 mins
* Excel 2007
	+ Introduction – 7hrs 15 mins
	+ Intermediate – 6hrs 35 mins
	+ Advanced – 6hrs 30 mins
* Outlook 2007
	+ Introduction - 7hrs 32 mins
	+ Advanced - 6hrs 20 mins
* PowerPoint 2007
	+ Introduction – 9hrs 31 mins
	+ Advanced – 9hrs 45 mins
* Project 2007
	+ Introduction – 8hrs 25 mins
	+ Advanced – 7hrs 32 mins
* Word
	+ Introduction – 8hrs 25 mins
	+ Intermediate – 8hrs 30 mins
	+ Advanced – 7hrs 30 mins

MS Office 2010

* Access 2010
	+ Access 2010 - Level 1 – 2hrs 38mins
	+ Access 2010 – Level 2 – 3hrs 17mins
	+ Access 2010 – Level 3 – 3hrs 39mins
	+ Access 2010 – Level 4 – 2hrs7mins
	+ Access 2010 – Level 5 – 2hrs 5 mins
* Excel 2010
	+ Excel 2010 - Level 1 – 4hrs 22mins
	+ Excel 2010 - Level 2 – 2hrs 54mins
	+ Excel 2010 - Level 3 – 2hrs 35mins
	+ Excel 2010 - Level 4 – 2hrs 37mins
	+ Excel 2010 - Level 5 – 3hrs 3mins
	+ Excel 2010 Advanced - Level 1 – 2hrs 23 mins
* Outlook 2010
	+ Outlook 2010 - Level 1 – 4hrs 37mins
	+ Outlook 2010 - Level 2 – 2hrs 57mins
	+ Outlook 2010 - Level 3 – 2hrs 34mins
	+ Outlook 2010 – Level 4– 2hrs 54mins
* PowerPoint 2010
	+ PowerPoint 2010 - Level 1– 4hrs 14mins
	+ PowerPoint 2010 - Level 2– 2hrs 33mins
	+ PowerPoint 2010 - Level 3– 2hrs 50mins
	+ PowerPoint 2010 - Level 4– 3hrs 10mins
	+ PowerPoint 2010 - Level 5– 2hrs 41mins
* Word 2010
	+ Word 2010 - Level 1– 4hrs 31mins
	+ Word 2010 - Level 2– 2hrs 52mins
	+ Word 2010 - Level 3– 3hrs 7mins
	+ Word 2010 - Level 4– 2hrs 49mins
	+ Word 2010 - Level 5– 3hrs 31mins
	+ Word 2010 - Level 6– 2hrs 55mins

MS Office 2013

* Excel 2013
	+ Excel 2013 - Introduction and Basics – 2hrs 20mins
	+ Excel 2013 - Cells and Worksheets - 2hrs 20mins
	+ Excel 2013 - Views and Layout – 3hrs 14mins
	+ Excel 2013 – Formatting and Proofing - 3hrs 10mins
	+ Excel 2013 - Formulas and Functions – 3hrs 12mins
	+ Excel 2013 – Presenting Data Visually – 2hrs 5mins
	+ Excel 2013 - Sharing and Validating Data – 2hrs 7mins
	+ Excel 2013 Advanced - Level 1 - 2 hours and 25 minutes
* Word 2013
	+ Level 1 - Introduction and Basics – 3hrs 21mins
	+ Level 2 - Importing, Navigation and Formatting - 2hrs 28mins
	+ Level 3 - Paragraphs and Page Layout - 2hrs 40mins
	+ Level 4 - Managing Documents - 2hrs 50mins
	+ Level 5 - Tables and References - 3hrs 35mins
	+ Level 6 - Objects and Printing - 2hrs 49mins
* PowerPoint 2013
	+ Level 1 - Introduction and Basics - 3hrs 9mins
	+ Level 2 - Creating Presentations - 3hrs 47mins
	+ Level 3 - Slide Content - 2hrs 59mins
	+ Level 4 - Graphics and Multimedia - 3hrs 32mins
	+ Level 5 - Charts and Animations - 3hrs 33mins
	+ Level 6 - Reviewing and Presenting - 2hrs 53mins
* Outlook 2013
	+ Level 1 - Introduction and Basics - 3hrs 37mins
	+ Level 2 - Messages and Formatting - 2hrs 57mins
	+ Level 3 - Managing Messages and Contacts - 3hrs 39mins
	+ Level 4 - Calendar and Other Folders - 4hrs 7mins
* Access 2013
	+ Level 1 - Introduction and Basics - 3hrs 32mins
	+ Level 2 - Tables and Managing Access - 4hrs 33mins
	+ Level 3 - Queries and Records - 3hrs 5mins
	+ Level 4 - Building Forms - 2hrs 46mins
	+ Level 5 - Designing Report - 3hrs 17mins
* Windows 7
	+ Windows 7 - Level 1 – 4hrs 09mins
	+ Windows 7 - Level 2– 3hrs 18mins
	+ Windows 7 - Level 3– 2hrs 37mins
* Windows 8
	+ Icons, Windows and Files – 1hrs 56mins
	+ Desktop and Windows Settings– 1hrs 56mins
	+ Start Screen Apps 1 - 2hrs 36mins
	+ Start Screen Apps 2 - 1hrs 58mins
	+ Start Screen Apps 3- 2hrs 34mins
	+ Search, Printing and Networking - 1hrs 47mins
	+ Customising, Security and Tools - 2hrs 6mins
* Windows 8.1
	+ Desktop and Windows Settings – 1hrs 58mins
	+ Icons, Windows and Files– 2hrs 40mins
	+ Customising, Security and Tools – 2hrs 8mins
	+ Search, Printing and Networking – 1hrs 45mins
* Internet Explorer
	+ Internet Explorer 7 – 7hrs 14mins
	+ Internet Explorer 8 – 8hrs 21mins
	+ Internet Explorer 9 - Introduction and Navigation– 2hrs 27mins
	+ Internet Explorer 9 - Tools, Search and Printing – 2hrs 14mins