

Executive courses and Smart training

course outlines



Create more effective
work **faster** and save
time and **money**

These courses will help you if:

- You want to produce more effective professional work
- You want to improve your software proficiency with Microsoft Office time saving tips
- You want to develop your professional career
- You want to save your organisation time and money

**Executive & Senior
Managers**
*time saving tips using Microsoft
Office*

	DAYS	MAR	APR	MAY	JUN	JUL	AUG
Working smart with Microsoft Excel	1	11	04	06	06	03	01
Working smart with Microsoft Word	1	12	07	09	13	07	08
Business planning, forecasting, budgeting with Excel	1	12	14	16	20	14	15
Cash Flow is King with Excel	1	14	21	23	27	21	22
How to customise – mail out easily with Word mail merge	1	17	07	30	02	04	04
Professional interactive presentations with PowerPoint	1	18	14	07	09	11	11
How to analyse data in a few easy steps to make business decisions	1	19	18	14	16	18	18
How to manage your emails and get you life back	1	20	25	21	23	25	19
Microsoft Office features and benefits demonstrated for busy people	1	25	03	28	30	28	05
Save money with in house printing & publishing	1	26	11	02	26	29	12
Finance for non financial managers	2	10-11	21-22	12-13	02-03	01-02	20-21
Effective Presentations with Microsoft PowerPoint – no death by PowerPoint	1	17	28	09	10	15	27

Executive courses and Smart Training – Working Smart and confidently with Microsoft Office.

These courses will help you :

- Produce work more professionally and confidently
- Improve your software proficiency with time saving tips
- Save your organisation time and money
- Develop your professional career

Working Smart with Microsoft Excel

Course duration: 1 Day

Who is it for?

This course has been specifically designed for Managers and senior staff who need to be confident in producing effective information in Excel. This course enables you to get up and running quickly utilising the features and benefits of the Excel application.

What is the course about?

Why should your Business use spreadsheets and what are the benefits of Excel?



Course overview

- An introduction to spreadsheets – formulas and functions, what are they and how do they work?
- How to utilise the Excel toolbox - To achieve professional information with the Excel resources on your desk.
- Custom design relevant information, for your Business using the Excel's flexible tools.
- Automate mundane, routine labour intensive tasks to decrease the possibility of error.

Increase profits through improved information, utilise business features such as -:

- **Scenarios** – create different sets of data and view the multiple outcomes based on different assumptions.
- **What if** – find specific optimum values of particular cells by changing values with ease
- **Data tables** - Excel can be used as an inexpensive database for finding, sorting & subtotalling available data.
- **Pivot Tables** – An interactive worksheet table that can be used to summarise & analyse information from an existing list or table, how to update a pivot table whenever changes in data occur in the original source.

- **VBA/Macros** – automation of tasks for better use of work time

Track work progress – eg; team goals (sales & productivity) how to create a customised worksheet with ease.

How to use professionally created Business templates and wizards so you don't have to recreate the wheel saving valuable time.

What do I get out of it?

Understand how you can use Excel in your Business

How to calculate and analyse information and take action

The skills to make effective decisions supported by accurate excel data.

How to work with professionally created wizards and templates.

From AM:PM

Continued support: 3 week email support

Start to profit from your improved knowledge.

From You

Action what you have learnt on your return to the work place with our 3 week personal email support programme

Working Smart with Microsoft Word

Course duration: 1 Day

Who is it for?

This course has been specifically designed for Managers and senior staff who need to be confident in producing professional looking documents. This course enables you to get up and running quickly utilising the features and benefits of the Word application.

What is the course about?

How can you utilise the features and benefits of Word in your Business.

Course overview

- An introduction to Word-processing – tabs, tables, page set-up, document templates what are they and how do they work?
- How to utilise the Word tools - To achieve professional documents customising the menu bar for your needs.
- Custom design relevant forms and documents, brochures, flyer, proposals, for your Business using the Word.
- Automate mundane, routine labour intensive tasks to decrease the possibility of error.

Improve your company's image and create a corporate standard for your organisation.

- **Printing department in house** – brochures, forms and flyers using creative styles and wizards at the push of a button..
- **Mail Merge** – mail out to existing and prospective customers with ease create personalised documents to selected data.
- **Intergrate with Office Applications** – with the linking and embedding features available in Word it is possible to include objects from other applications e.g data in an Excel spreadsheet.



What do I get out of it?

Understand how you can use Word in your Business

Hints and tips of how to produce documents quickly

Standardise company literature internal and external

How to work with professionally created content rich wizards and templates.

From AM:PM

Continued support: 3 week email support

Start to save money in house or external print shop?

From You

Action what you have learnt on your return to the work place with our 3 week personal email support programme

AM:PM Services Booking Form

Please complete this form and mail or FAX to:
AM:PM IT Services, Tower Point , 44 North Road, Brighton BN1 1YR.
TEL: 01273 243000 FAX: 01273 243966
or e:mail : training@ampmittraining.co.uk

Your Name:	
Home No.	Personal No:
Company & Address	
Home	

Address			
Course Date:	Course Fee per delegate: £		
Registration Fee £:		Total (excluding VAT): £	
Course Title:			
Candidate	Name	Course Title	Date

Authorised By:	Purchase Order No.:
Position:	
Address:	
	Postcode:
Telephone:	Fax:
Signed:	Date:

Address to which instructions should be sent to if different from above



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