

Office 2010: Upgrade Course

Category: Microsoft Office, Microsoft Office Upgrades

About SquareOne

SquareOne is among the UK's leading providers of IT training to businesses of all shapes and sizes. Our company pledge is to deliver inspiring, motivational and cost effective training which brings about tangible improvements in productivity. Through our training solutions, individuals are able to gain lifelong skills and realise their full potential whilst clients achieve their corporate goals.

Course Objectives

This one day course is designed to teach existing users of Microsoft Office how to use Office 2010. By attending this course you will gain a thorough understanding of Office 2010 so that you can carry out your day to day tasks in the new Office environment. The course will also teach you about new features included in the 2010 applications and how you can customise Office 2010 so that you can work quickly and efficiently.

Training Locations

This training is delivered as a closed course at your company's premises or at our training centre in Merseyside. We can provide a mobile IT classroom at any UK or European location, so no matter where you are based, SquareOne can come to you. We frequently deliver training in Liverpool, Wirral, Blackpool, Manchester, London, Chester, Warrington, Leeds, Cardiff, Birmingham, Edinburgh, Bristol, Sheffield, Glasgow, Leatherhead and Aberdeen as well as in European countries such as France, Switzerland, Germany, Sweden, Norway and Ireland.

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

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