

## One-Day Training Courses on using Microsoft Office Applications for Business

### Autumn 2009

To book or receive further information phone 01403 734431 and speak to Ann or Sheila  
email: [bookings@sbrc.horsham.co.uk](mailto:bookings@sbrc.horsham.co.uk)

The venue, Milestone House, 86 Hurst Road, Horsham, RH12 2DT is within easy walking distance of Horsham railway station and has car parking

Topic	Level	Day	Date	Time
Microsoft Word	Essentials – Part 1	Wednesday	14 <sup>th</sup> October	9.30am – 12.30pm
Microsoft Word	Essentials – Part 2	Wednesday	21 <sup>st</sup> October	9.30am – 12.30pm
Microsoft PowerPoint	Essentials – Part 1	Thursday	15 <sup>th</sup> October	9.30am – 12.30pm
Microsoft PowerPoint	Essentials – Part 2	Thursday	22 <sup>nd</sup> October	9.30am – 12.30pm
Microsoft Excel	Essentials – Part 1	Wednesday	14 <sup>th</sup> October	1.30pm – 4.30pm
Microsoft Excel	Essentials – Part 2	Wednesday	21 <sup>st</sup> October	1.30pm – 4.30pm
Microsoft Access	Essentials - Part 1	Thursday	15 <sup>th</sup> October	1.30pm – 4.30pm
Microsoft Access	Essentials - Part 2	Thursday	22 <sup>nd</sup> October	1.30pm – 4.30pm
Microsoft Excel	Intermediate – Part 1	Wednesday	28 <sup>th</sup> October	9.30am – 12.30pm
Microsoft Excel	Intermediate – Part 2	Wednesday	4 <sup>th</sup> November	9.30am – 12.30pm
Microsoft Word	Intermediate	Wednesday	28 <sup>th</sup> October	1.30pm – 4.30pm
Microsoft Access	Intermediate - Part 1	Thursday	29 <sup>th</sup> October	9.30am – 12.30pm
Microsoft PowerPoint	Intermediate	Thursday	29 <sup>th</sup> October	1.30pm – 4.30pm
Microsoft Access	Intermediate - Part 2	Thursday	5 <sup>th</sup> November	9.30am – 12.30pm
Microsoft Outlook	Essentials	Thursday	5 <sup>th</sup> November	1.30pm – 4.30pm
Microsoft Outlook	Intermediate	Thursday	19 <sup>th</sup> November	1.30pm – 4.30pm
Microsoft Word	Advanced	Wednesday	11 <sup>th</sup> November	9.30am – 12.30pm
Microsoft Publisher	Essentials	Wednesday	18 <sup>th</sup> November	1.30pm – 4.30pm
Mail Merge		Wednesday	18 <sup>th</sup> November	9.30am – 12.30pm
Long Documents and Indexing		Thursday	19 <sup>th</sup> November	9.30am – 12.30pm

**All Half Day courses:  
£80 per delegate in advance.**

**Parts 1 and 2 at the same level  
booked at the same time:  
£120 per delegate**

**Small groups with plenty of individual  
help and support**

**Half Day Entry Level courses:  
£40 per delegate in advance.**

**We can tailor the training to meet your  
needs**

**Individuals or small groups with  
plenty of help and support**