



## Microsoft Office Introduction - One Day Short Course, 30th September

### Course Aims

This interactive one day course will teach you the tips that will save hours of your time. The course will be driven by what you want to learn to give solutions to the frustrations you face whilst using Microsoft Office Applications.

### Who should attend?

Anyone who wants to boost their confidence using Microsoft Office, either as a starting point or as a refresher course.

### What are the course benefits?

- ◆ Learn time saving techniques
- ◆ Boost your confidence using Microsoft Office
- ◆ Get solutions to your office frustrations.

### Course Outline

The course can be tailored to answer your specific queries but will cover:

- ◆ File Management
- ◆ Short cuts
- ◆ Transition from 2003 to 2007

### Course Details

**Date:** Thursday 30th September

**Time:** 09.30 - 16.30

**Location:** The Management Centre, Colledge Road, Bangor

**Price:** £95.00 to non members  
£80.00 to BUBC members

If you are a small to medium sized business, this course is available through ELMS funding at **£28.50** per person

**For further information or to register please contact a member of the Professional Development Team on 01248 365984 or email [n.walker@bangor.ac.uk](mailto:n.walker@bangor.ac.uk)**

**[www.themanagementcentre.co.uk](http://www.themanagementcentre.co.uk)**

