



## Training Courses at I.T. Aid Europe Ltd

I.T. Aid Europe Ltd training courses are based around Microsoft products and training varies from absolute beginner through to advanced courses for those who are experienced in using the package on a day to day basis and simply want more efficiency from the software.

Courses run from 9:30 am through to 4:30 pm with light refreshments throughout the day. The maximum number of people on any one course is six although four is preferred to ensure that each delegate receives the maximum amount of tutor contact.

Course	Title Duration	Typical Delegate
Introduction to Microsoft Office	1 Day	Beginner
Introduction to Word	1 Day	Beginner
Intermediate Word	1 Day	Regular User
Advanced Word	1 Day	Advanced
Introduction to Excel	1 Day	Beginner
Intermediate Excel	1 Day	Regular User
Data Management with Excel	1 Day	Advanced
Introduction to PowerPoint	1 Day	Beginner
Presentation Techniques	1 Day	Advanced
Introduction to Access	2 Days	Beginner
Getting the most From Access	2 Days	Regular User
Programming Using VBA	2 Days	Advanced
Outlook for Everybody	1 Day	Beginner – Advanced
SQL Server Management	1 Day	New Administrators
Exchange Server Management	1 Day	New Administrators
Windows Server Management	2 Days	New Administrators
Introduction to SEO	1 Day	Website Developer
SEO Management	1 Day	Website Developer
Introduction to .Net	1 Day	Website Developer