



Microsoft Word and Excel

Microsoft Word is one of the commonest business tools. But do you know how to get the best from it? What of *Excel*? Also a complex tool, and sometimes dangerous! A surprising number of business spreadsheets include serious errors. With *Word* and *Excel* everyone thinks that everyone else can use them correctly. In this course you learn how to get the best from them both. Save time, increase efficiency, reduce frustration and be confident about your *MS Office* skills.

This one-day programme is an introduction to *MS Word* and *Excel*. It provides delegates with a secure understanding of most commonly used functions of *MS Word* and *Excel*. The course builds on the experience of the delegates. It is designed to be as interactive as possible with regular opportunities for discussion and collaborative learning. Frequent use is made of interactive demonstrations and supporting written materials.

Course Objectives:

- ⊕ Identify the key elements of the MS Office interface
- ⊕ Understand, more objectively, the relationship between document purpose and *MS Office* functionality
- ⊕ Obtain a robust understanding of tools for formatting and structuring documents
- ⊕ Plan, structure and cross-check spreadsheets
- ⊕ Identify techniques for improving your productivity and work-flow using standard *MS Office* tools
- ⊕ Improved understanding of print, publish and sharing functions within MS Office

Delegates will learn:

- ▶ To simplify common tasks
- ▶ To use the 'Ribbon' interface
- ▶ To use and manage themes, styles and templates
- ▶ To create error-free spreadsheets
- ▶ To select the right tool for the business purpose
- ▶ To print, publish or sharing documents effectively

Delegates are asked to bring their own laptops. Laptops are available to hire for a nominal fee.

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1 Day Course