

# IT Skills Courses

Using digital tools within the workplace.

## Excel

(Beginners)

A series of modules that will assist you in becoming familiar with the layout and simple functions of Excel.

1 hr 30 mins

## Outlook

(Beginners)

A series of modules to lead you to the essential tools within Outlook that can help you in creating and organising emails.

1 hr 30 mins

## Excel

(Intermediate)

A series of modules covering further formatting options, more complex calculations and customising elements of Excel.

1 hr 28 mins

## Outlook

(Intermediate)

A series of modules detailing some of the more specific tools and their proper application when sending, receiving and organising the information within Outlook.

1 hr 28 mins

## Excel

(Advanced)

A series of modules that will take you through some final and more intricate functions of Excel.

1 hr 48 mins

## Outlook

(Advanced)

A series of modules that will take you through some final and more intricate functions of Outlook.

1 hr 48 mins

## Excel Array Functions

(Advanced Level)

These 9 modules will cover array functions in Excel.

43 mins

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## PowerPoint (Beginners)

A series of modules to aid you in creating engaging and informative presentations within PowerPoint.

1 hr 30 mins

## Word (Beginners)

A series of modules to introduce you to the locations and purposes of tools and functions within Word.

1 hr 30 mins

## PowerPoint (Intermediate)

A series of modules demonstrating the use of more innovative tools within PowerPoint that can be used to enhance the experience of presenting information.

1 hr 28 mins

## Word (Intermediate)

A series of modules to direct you in using the more sophisticated utilities in Word to create more intricate and visually creative documents.

1 hr 28 mins

## PowerPoint (Advanced)

A series of modules that will take you through some final and more intricate functions of PowerPoint.

1 hr 48 mins

## Word (Advanced)

A series of modules that will take you through some of the final and more intricate functions of Word.

1 hr 48 mins