

BASE 2

IT TRAINING



Course Schedule
Jan 20 - Apr 20

www.base2.co.uk T: (0191) 519 7299 E: info@base2.co.uk



Effective face to face tuition from experienced & knowledgeable tutors, that will improve your performance and efficiency when using Microsoft Office.

SCHEDULED (OPEN) IT COURSES

▶ Introduction/Intermediate Level

Microsoft Office Courses (version 2010, 2013, 2016 & 365)	January	February	March	April
Microsoft Word	13/14	11/12	09/10	07/08
Microsoft Excel	09/10	06/07	04/05	02/03
Microsoft PowerPoint	06	05	02	15
Microsoft Access	23/24	19/20	17/18	20/21
Microsoft Project	20/21	25/26	26/27	28/29

Standard pricing for one-day Introduction or Intermediate courses is £165 per person.
Standard pricing for two-day Introduction/Intermediate courses is £295 per person.
(when taken on consecutive days)

All Microsoft Office Suite courses hosted by **BASE 2** IT Training will deliver real bottom line benefits and have a lasting impact on your staff skills, confidence and capabilities.

Each delegate will understand the best ways to utilise the power of Microsoft Office business software so they can improve their contribution to the efficiency and effectiveness of your organisation.

“**BASE 2** provided top notch, tailored, Microsoft product training to everyone in the company. Their manifest product knowledge along with an easy-going style means that we will be happy to call upon their services in the future.”

“

I would certainly recommend this workshop as I found it very useful. I had very little knowledge of Microsoft Excel and now feel a lot more comfortable with it.

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SCHEDULED (OPEN) IT COURSES

▶ Advanced Level

Microsoft Office Courses (version 2010, 2013, 2016 & 365)	January	February	March	April
Advanced Microsoft Word	07	03	06	01
Advanced Microsoft Excel	16/17	13/14	11/12	16/17
VBA programming in Excel	☎	☎	☎	☎
Advanced Microsoft PowerPoint	15	17	23	24
Microsoft Access Developer	☎	☎	☎	☎
VBA programming in Access	☎	☎	☎	☎
Advanced Microsoft Project	29	21	19	09

Standard pricing for one-day Advanced courses is £275 per person.

Standard pricing for two-day Advanced courses is £495 per person.

All scheduled courses are also available on a bespoke (dedicated) basis, either on site at customer premises or off site at Base 2 Training Centre. We can cater for one-to-ones right through to larger groups. Please ask for more details.



PEOPLE DEVELOPMENT

Did you know that Base2 also offer People Development training? Our range of programs help develop individuals, teams and whole organisations. Check here for details, base2.co.uk/people-development/ Please call us to discuss your needs.



TRAINING PLUS SUPPORT

As part of any of our courses you will have access to ongoing support after your training, this gives you a chance to discuss any relevant software issues with one of our trainers who will demonstrate a solution, or consolidate understanding.

We will contact you after your training at 1, 3 and 6 month stages to check on your progress.



Book today at www.base2.co.uk



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