

Training for Microsoft¹ Products

. Word, **Excel**, PowerPoint, Outlook, Windows and more

At **Innovatis**, we deliver a full range of **coaching / training courses** for **Microsoft** products to suit all levels of ability, so you can be sure that your training is matched precisely to your needs.

Microsoft has established the Microsoft Office suite as the most widely-used set of applications for document creation, communication and business information analysis. As a result, skills in Word, Excel, PowerPoint, Outlook and Office itself have become key requirements for staff in today's business environment. Even for more specialised jobs, Microsoft has solutions like **Publisher**, **Project**, **FrontPage** and **Visio** that integrate seamlessly with their basic applications.

We specialise in private training tailored to suit your specific needs, and are happy to arrange group training courses for all popular Microsoft Office applications to suit different levels of ability.

Tailored course design comes to you at no extra cost, and training can be at your premises or at our training facilities in Amstelveen.

Your training in Microsoft products can be assisted by our **skills appraisals**, which are provided on all Microsoft Office applications and, if you need individual attention, you can benefit from a mentoring service where we can guide you through your progress before, during and after attendance on any training course. Full support is provided to you when you put the courses into practice.

For full details of our Microsoft Excel training courses, please see the following brochure.

For more information on all Microsoft products, visit the [Microsoft website](#)



The following brochure shows full details on:

- **Excel training**

For details of training in other Microsoft products, please contact us and we will be pleased to send a full schedule of course contents.

We are also happy to combine elements of our various programmes to fully meet your needs.

¹ Please note that throughout this document, the terms "Microsoft, Windows, Word, Excel, Office, PowerPoint, Publisher, FrontPage and Visio" are acknowledged to be copyright and property of The Microsoft Corporation, Inc

Microsoft Excel training

From simple cell formatting to building macros

Go to a course name for full details :



- [Microsoft Excel Introduction](#)
- [Microsoft Excel Intermediate](#)
- [Microsoft Excel Advanced](#)
- [Microsoft Excel Professional](#)

For many people, **Microsoft Excel** is the technology upon which they rely on a daily basis, covering a multitude of workplace applications.

You can use Excel to access, process, analyse, share, and display the information with which you work. Applications for Microsoft Excel have expanded far beyond the accounting and finance departments, to include users in virtually every aspect of business operations. **Are you taking advantage** of what Excel can offer?

Innovatis can provide you with training at four levels of ability, from [Introduction](#) to [Professional](#), all focused on Microsoft Excel 2003 or 2007 versions.

At Introduction level, we show you how to set up and edit documents, and deal with simple formatting issues.

At Intermediate level, we move on to sections, borders, proofing and productivity tools, building tables and using graphics.

At Advanced level and beyond, you learn about templates, styles, mail merge, master documents, sharing documents and data, and macros.

Our experienced and friendly trainers can answer all your questions and make sure you are happy with every subject you need to cover.

You can choose a **private course** which can be tailored on a "mix and match" basis to suit **your** particular learning needs or a **public course**, where we cover standard content at a scheduled pace and time. And, of course, we will provide after-course support when you put your new skills into practice.