

One to One Tuition Sessions

All of our training manuals can be self taught or taught in a one-to-one or small group session. Sessions normally last an hour but larger groups may take a little bit longer.

MS Excel 2013

An Introduction to MS Excel 2013.

MS Word 2013

An Introduction to MS Word 2013.

Next Step in Word Processing with MS Word 2013.

MS Project 2013

An Introduction to MS Project 2013.

MS Publisher 2013

An Introduction to MS Publisher.

MS Access 2013

An Introduction to MS Access 2013.

MS Outlook 2013

An Introduction to MS Outlook 2013

MS Office 365

An Introduction to MS Office 365

Other IT sessions can be provided on request

Contact Information

For more information about our training sessions or about our training manuals, visit

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COMPUTATE TRAINING

Training Manuals

&

Training Sessions

2013/2014

Training Manuals

MS Word 2013

An Introduction to MS Word 2013

For those that are new to word processing or new to using MS Word 2013

Next Steps in Word Processing with MS Word 2013

This training manual shows how to set up a document using styles so that an Automatic Table of Contents, Table of Tables and Table of Figures can be created.

It also shows how a page in a document can have a different orientation or page number to the rest of the document

MS Excel 2013

An Introduction to MS Excel 2013

For those new and for those that would like to see if there is an easier way of working with MS Excel.

Learn how to use AutoSum, and AutoFill.

Learn the difference between Absolute and Relative Referencing and when to use them.

Training Manuals

MS Project 2013

An Introduction to MS Project 2013

Aimed at those who would like to learn how to create a project management file using MS Project 2010/3

Learn about, Tasks, Summary Tasks and Sub-tasks and how to set them up.

Learn about phasing and linking tasks and how to change the link.

MS Access 2013

An Introduction to MS Access 2013

Aimed at those who would like to learn how to create a MS Access 2013 database management file using MS Access 2010/3.

Learn how to create Tables, Queries and Reports and how to create a relationship between the tables.

Learn how to create a Look up table so that data is only kept in one table.

Learn how to add Criteria too Query's to return only the data required.

Tuition Sessions from £15 per hour

Training Manuals

Hard Copies £10.00 each + P&P

Electronic Copies (pdf) £5.00 each

Training Manuals

MS Publisher 2013

An Introduction to MS Publisher 2013

Aimed at those who would like to learn how to use a Desk Top Publishing application.

Learn how to create a folded greeting card.

Learn how to create a 4 page and 8 page booklet and print the booklet..

Information about the Manuals

All of the training manuals take roughly an hour to complete. If you are very new to MS Office they may take a little longer. They are written in step-by-step format and can be completed without an instructor present.

If at any time help is needed please contact us at info@computate.co.uk.

Other manuals are available see website for details

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