

Microsoft Medley

Get the most out of Microsoft Office 2003 – it has more power to help you than you realise

Microsoft's Office suite of applications dominates modern business life, but most people use only a fraction of its power – maybe you're one of them. Well, even if you regard computers as a necessary evil, this course will open your eyes to the many ways in which the Office family actually can make your working life a whole lot easier.

What's it all about?

We know you're probably familiar with Microsoft Outlook, Word, Excel and PowerPoint and you probably make regular use of them all, to a greater or lesser degree. This workshop will change all that by introducing you to the many time and labour-saving features built into each application. Even better, we will also show you how routine and humdrum tasks can actually be automated, so your computer does the hard and boring work, not you.

Tell me more!

Ok, here's a good example of how Office can take some of the load off your shoulders: your boss has asked you to invite 1,000 people to the Christmas party - how are you going to do it? Easy: enable Outlook's voting buttons in the invitation email, creating separate folders for 'Accept' and 'Decline' replies and setting up rules to divert the responses into the right folders. Autoreplies can also be set up so 'Accept' replies are sent an email with venue, map and timing details, while 'Decline' replies are sent a simple 'Thankyou'. The beauty of this is, that once it is set up - which really is easy to do - you won't have to lift a finger. Sounds great, doesn't it – and just think how much time it can save you?

Our Microsoft Medley 2003 course makes for a packed day, full of surprises. We will be showing you lots of similar tips and tricks for getting more out of the other Office applications too, so your PC truly will become your slave, instead of the other way round!

Excel

- Formulas
- Advanced printing
- Charting
- Filling series
- Labels and names
- Sorting data
- Using AutoFilter

PowerPoint

- Slide Masters
- Templates
- Importing data

Word

- Customising Toolbars
- Using Styles
- Headers and Footers
- Importing data
- Longer documents

Outlook

- Archiving
- Project management using Tasks
- Creating Business Cards and Appointments in seconds
- Rules
- Mail merge
- Voting buttons

The cost of the course includes all refreshments, as well as a hot à la carte lunch. You will also receive a certificate of attendance and a complete pack of course materials.

Our Philosophy

Courses and workshops from Indiquo are designed to engage and entertain, as well as inform – that’s how we can promise to make what can seem to be the dullest of subjects interesting. Our trainers have real-world experience at all levels of the organisation, so they speak your language and understand your issues and problems. And because they have ‘been there and done that’, they know how to get straight to the heart of every subject.

Our trainers ensure they keep right up to date with cultural and procedural changes in office life by engaging closely with course participants and building relationships with workshop attendees that endure long after the courses are over.

Over the Moon

Who could be more persuasive than PAs who have already been on our courses? Here’s what a few had to say about the Today’s PA workshops.

“Regardless of whether you’re an experienced PA wanting to learn a few new tricks or you’re looking to get your first PA role, I would highly recommend ‘Today’s PA’ training course. It is full of practical tips and advice as well as assertiveness exercises and is a great confidence booster. I came away with the belief that I should be earning more money and, more importantly, the confidence to ask my boss to pay me more money; a conversation that I’m pleased to report went very well indeed!”

Jharda Walker - Waggener Edstrom

“The trainer was brilliant, fun and relaxed. The course was just what I had been searching for and I thoroughly enjoyed it, and will miss it. It’s a shame it’s not Monday tomorrow as I can’t wait to put it all into practise.”

Julie Flageul - Chigwell Construction

“Absolutely brilliant! The best course I have been on. The trainer was fantastic. Enjoyed every single minute of it.”

Kate Worrall - Banctec

Name Dropping

When you sign up for the Today’s PA workshop, we can guarantee you’ll be in good company. Below are just some of the companies who have sent PAs to the Today’s PA workshop recently.

2012	American Golf	AMT Coffee	Barclays
BBC	Boots	British Library	Brunel University
Carphone Warehouse	City & Guilds	Ernst & Young	Girlguiding UK
Home Office	IPC Media	Liz Earle Cosmetics	Natural History Museum
npower	O2	Pfizer	QinetiQ
Selfridges	Shell	UNICEF	and many more!

Fee

All this for just £399 + VAT. Charities get a £50 discount.

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