

Per person	£ + VAT	October	November	December	January	February
<b>Microsoft Word</b>						
Level 1 (Half Day)	£85	24 <sup>th</sup> - am	1 <sup>st</sup> - am	5 <sup>th</sup> - am	18 <sup>th</sup> - am	13 <sup>th</sup> - am
Level 2 (Half Day)	£85	25 <sup>th</sup> - am	1 <sup>st</sup> - pm	5 <sup>th</sup> - pm	18 <sup>th</sup> - pm	13 <sup>th</sup> - pm
Level 3 (Half Day)	£85	26 <sup>th</sup> - am	2 <sup>nd</sup> - am	7 <sup>th</sup> - am	23 <sup>rd</sup> - am	14 <sup>th</sup> - am
Level 4 (Half Day)	£85	3 <sup>rd</sup> - pm	2 <sup>nd</sup> - pm	7 <sup>th</sup> - pm	23 <sup>rd</sup> - pm	14 <sup>th</sup> - pm
Level 5 (Half Day)	£85	4 <sup>th</sup> - pm	7 <sup>th</sup> - am	12 <sup>th</sup> - am	24 <sup>th</sup> - am	15 <sup>th</sup> - am
Level 6 (Half Day)	£85	5 <sup>th</sup> - pm	7 <sup>th</sup> - pm	12 <sup>th</sup> - pm	24 <sup>th</sup> - pm	15 <sup>th</sup> - pm
<b>Microsoft Excel</b>						
Level 1 (Half Day)	£85	24 <sup>th</sup> - pm	8 <sup>th</sup> - am	13 <sup>th</sup> - am	25 <sup>th</sup> - am	20 <sup>th</sup> - am
Level 2 (Half Day)	£85	25 <sup>th</sup> - pm	8 <sup>th</sup> - pm	13 <sup>th</sup> - pm	25 <sup>th</sup> - pm	20 <sup>th</sup> - pm
Level 3 (Half Day)	£85	-	9 <sup>th</sup> - am	14 <sup>th</sup> - am	30 <sup>th</sup> - am	21 <sup>st</sup> - am
Level 4 (Half Day)	£85	3 <sup>rd</sup> - am	9 <sup>th</sup> - pm	14 <sup>th</sup> - pm	30 <sup>th</sup> - pm	21 <sup>st</sup> - pm
Level 5 (Half Day)	£85	4 <sup>th</sup> - am	14 <sup>th</sup> - am	-	3 <sup>rd</sup> - am	22 <sup>nd</sup> - am
Level 6 (Half Day)	£85	5 <sup>th</sup> - am	14 <sup>th</sup> - pm	-	3 <sup>rd</sup> - pm	22 <sup>nd</sup> - pm
<b>Microsoft Access</b>						
Level 1 (Half Day)	£85	10 <sup>th</sup> - am	16 <sup>th</sup> - am	-	4 <sup>th</sup> - am	1 <sup>st</sup> - am
Level 2 (Half Day)	£85	11 <sup>th</sup> - am	16 <sup>th</sup> - pm	-	4 <sup>th</sup> - pm	1 <sup>st</sup> - pm
Level 3 (Half Day)	£85	12 <sup>th</sup> - am	21 <sup>st</sup> - am	-	9 <sup>th</sup> - am	6 <sup>th</sup> - am
Level 4 (Half Day)	£85	17 <sup>th</sup> - am	21 <sup>st</sup> - pm	-	9 <sup>th</sup> - pm	6 <sup>th</sup> - pm
Level 5 (Half Day)	£85	17 <sup>th</sup> - pm	22 <sup>nd</sup> - am	-	10 <sup>th</sup> - am	7 <sup>th</sup> - am
<b>Microsoft PowerPoint</b>						
Level 1 (Half Day)	£85	10 <sup>th</sup> - pm	23 <sup>rd</sup> - am	-	16 <sup>th</sup> - am	7 <sup>th</sup> - pm
Level 2 (Half Day)	£85	11 <sup>th</sup> - pm	23 <sup>rd</sup> - pm	-	16 <sup>th</sup> - pm	8 <sup>th</sup> - am
Level 3 (Half Day)	£85	12 <sup>th</sup> - pm	28 <sup>th</sup> - am	-	17 <sup>th</sup> - am	8 <sup>th</sup> - pm
<b>Other IT Courses</b>						
Microsoft Outlook (Half Day)	£85	-	22 <sup>nd</sup> - pm	-	-	-
MS Project (Full Day)	£147	-	29 <sup>th</sup>	-	-	28 <sup>th</sup>
MS Publisher (Full Day)	£147	19 <sup>th</sup>	-	-	11 <sup>th</sup>	-

Other IT Training courses are available including Microsoft Expression Web, Microsoft Project 1 Day and Office 2003, to 2007 or 2010 Conversion for Word/Excel/PowerPoint.

Contact Optimise Consultancy for details on: 01785 816993 or e mail [nick@optimise.org.uk](mailto:nick@optimise.org.uk).

To book onto courses contact 01782 377419 or 01785 816993

- Discounts available for groups of 3 or more
- Course dates are provisional and subject to change
- Course times are 09:30am to 12:30pm or 13:30pm to 16:30pm
- Non attendance will incur full costs

<p>Optimise Consultancy Ltd          Scheduled training held at          Sutherland Institute IT Training          Lightwood Road Longton Stoke-on-Trent ST3 4HY          Telephone: - 01785 816993  <b>E-Mail:-</b> <a href="mailto:nick@optimise.org.uk">nick@optimise.org.uk</a></p>	
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