

## What is the course about?

If you work for a Government Department and want to learn how to be more productive with Microsoft Office we have the courses and skills to help you.

We have tailored our courses to meet the needs of the learner and cover levels from beginners to experienced users. Please download the Course Prospectus from the Useful Links section of our website to find out more about the courses. The Prospectus should help you establish which of the courses will best suit your needs. The courses are held at UCM's main campus on Homefield Road.

We can offer bespoke courses where the training can be customised for your specific requirements and can be held either in our training centre or on your premises. Details available on application.

## What are the entry requirements?

- Government Employees only
- There are no entry requirements
- The courses run on a Thursday throughout the year

## Who should I contact?

Please contact the Secretary for a Booking Form [tracy.clift2@gov.im](mailto:tracy.clift2@gov.im) or by telephone on 648202. You can download the Booking Form from our website in the Useful Links/Download section.

Please see below the Government Training Course Schedule from September 2018 to June 2019.

**Government Training Course Schedule  
Microsoft Office 2016  
September 2018 to June 2019**

<b>Course Code</b>	<b>Date Thursday</b>	<b>Course</b>	<b>Title</b>
Q3693-1	13 <sup>th</sup> September	Excel	Foundation
Q3697-1	20 <sup>th</sup> September	Word	Foundation
Q3694-1	27 <sup>th</sup> September	Excel	Intermediate
Q3695-1	4 <sup>th</sup> October	Excel	Advanced Part 1 – Analysing Data
Q3696-1	11 <sup>th</sup> October	Excel	Advanced Part 2 – Workbook Functions
Q3693-2	18 <sup>th</sup> October	Excel	Foundation
Q3694-2	25 <sup>th</sup> October	Excel	Intermediate
Q3698-1	8 <sup>th</sup> November	Word	Intermediate
Q3695-2	15 <sup>th</sup> November	Excel	Advanced Part 1 - Analysing Data
Q3699-1	22 <sup>nd</sup> November	Word	Advanced
Q3696-2	29 <sup>th</sup> November	Excel	Advanced Part 2 - Workbook Functions
Q3701-1	6 <sup>th</sup> December	PowerPoint	PowerPoint
Q3693-3	13 <sup>th</sup> December	Excel	Foundation
Q3702-1	20 <sup>th</sup> December	Publisher	Publisher
Q3694-3	10 <sup>th</sup> January	Excel	Intermediate
Q3700-1	17 <sup>th</sup> January	Outlook/Internet	Outlook/Internet
Q3695-3	24 <sup>th</sup> January	Excel	Advanced Part 1 - Analysing Data
Q3697-2	31 <sup>st</sup> January	Word	Foundation
Q3696-3	7 <sup>th</sup> February	Excel	Advanced Part 2 - Workbook Functions
Q3693-4	14 <sup>th</sup> February	Excel	Foundation
Q3694-4	28 <sup>th</sup> February	Excel	Intermediate
Q3695-4	7 <sup>th</sup> March	Excel	Advanced Part 1 - Analysing Data
Q3696-4	14 <sup>th</sup> March	Excel	Advanced Part 2 - Workbook Functions
Q3698-2	21 <sup>st</sup> March	Word	Intermediate
Q3693-5	28 <sup>th</sup> March	Excel	Foundation
Q3694-5	4 <sup>th</sup> April	Excel	Intermediate
Q3695-5	25 <sup>th</sup> April	Excel	Advanced Part 1- Analysing Data
Q3696-5	2 <sup>nd</sup> May	Excel	Advanced Part 2 - Workbook Functions
Q3699-2	9 <sup>th</sup> May	Word	Advanced
Q3701-2	16 <sup>th</sup> May	PowerPoint	PowerPoint
Q3698-3	23 <sup>rd</sup> May	Word	Intermediate
Q3693-6	30 <sup>th</sup> May	Excel	Foundation
Q3699-3	13 <sup>th</sup> June	Word	Advanced
Q3694-6	20 <sup>th</sup> June	Excel	Intermediate
	27 <sup>th</sup> June	Excel	Reserved for Excel Waiting List (most popular)

For further details or to book a place please e-mail [tracy.clift2@gov.im](mailto:tracy.clift2@gov.im) or telephone 648202.