

End User Courses



Microsoft Office 2007 (MCAS)

Click on the **COURSE NUMBER** to view the **OUTLINE**

Intro				
Description	Course Code		Days	Investment
Introduction to Computers	INTRO		1	£95
Introduction to Windows XP	MWIN		1	£95
MCAS: Word 2007				
Description	Course Code	Exam #	Days	Investment
MS Word 2007 Beginners	50126	77-601	1	£95
MS Word 2007 Intermediate	50127		1	£95
MS Word 2007 Advanced	50128		1	£95
MCAS: Excel 2007				
Description	Course Code	Exam #	Days	Investment
MS Excel 2007 Beginners	MSE1	77-602	1	£95
MS Excel 2007 Intermediate	MSE2		1	£95
MS Excel 2007 Advanced	MSEX1		1	£95
Excel 2007 Specialised				
MS Excel 2007 Super Advanced	MSESA		1	£95
MS Excel 2007 Pivot Tables	MSEP		1	£95
MS Excel 2007 Dashboard	MSED		1	£95
MS Visual Basic Application Development using MS Excel 2007	VBAE		2	£280
MCAS: PowerPoint 2007				
Description	Course Code	Exam #	Days	Investment
MS PowerPoint 2007 Beginners	50129	77-603	1	£95
MS PowerPoint 2007 Intermediate	50130		1	£95
MS PowerPoint 2007 Advanced	50131		1	£95
MCAS: Access 2007				
Description	Course Code	Exam #	Days	Investment
MS Access 2007 Beginners	50135	77-605	2	£195
MS Access 2007 Advanced	50136		2	£195
Visio 2007				
Description	Course Code		Days	Investment
MS Visio 2007	MSV		2	£195



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Learning Solutions

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SharePoint 2007				
Description	Course Code		Days	Investment
SharePoint End-User Experience	SPEU		1	£160
SharePoint 2007 Designer Beginner	SPD		2	£280
SharePoint 2007 Designer - Advanced	SPDA		1	£160

Project 2007				
Description	Course Code	Exam #	Days	Investment
MS Project 2007 Beginners	MSPRB		2	£195
MS Project 2007 Advanced	MSPRA		1	£130
Microsoft Office Project Server 2007, Managing Projects	5928	70-633	3	£520
Microsoft Office Project Server 2007, Managing Projects & Programs	5929	70-634	5	£630



Group Bookings of 6 students or more