



# FAST TRACK

## WHAT COULD BE MORE CONVENIENT?

- Courses can be run at your offices - all we need is a meeting room
- Laptop computers for each delegate attending at no extra cost including projection equipment
- Choose topics from Introduction, Intermediate and Advanced Levels to meet your particular needs - we can also accommodate multiple applications in one day

TAKE THE **FAST TRACK** ROUTE TO IT LEARNING

## SCHEDULED PUBLIC COURSES

### FEBRUARY 2012

	Course Title	Course Level	Code
<b>1</b>	Excel - All Versions *	Introduction	XL207/10TRO
<b>2</b>	Word - All Versions*	Introduction	WD207/10TRO
<b>3</b>	PowerPoint - All Versions"	All Levels	PP207/10ALL
<b>6</b>	Excel - All Versions*	Intermediate	XL207/10INT
<b>7</b>	Access - All Versions	Introduction	AC207/10TRO
<b>8</b>	Publisher - All Versions	All Levels	PB207/10ALL
<b>9</b>	Project- All Versions	All Levels	PJ207/10ALL
<b>10</b>	Word- All Versions*	Intermediate	XL207/10INT
<b>13</b>	Excel - All Versions	Advanced	XL207/10ADV
<b>14</b>	PowerPoint- All Versions*	All Levels	PP207/10ALL
<b>15</b>	Access - All Versions	Intermediate	AC207/10INT
<b>16</b>	Excel - All Versions*	Introduction	XL207/10TRO
<b>17</b>	Office 2007 / 2010 Upgrade	All Levels	OF207/10UG
<b>20</b>	Outlook 2007 / 2010	All Levels	OL207/10ALL
<b>21</b>	Excel - All Versions*	Intermediate	XL207/10INT
<b>22</b>	Access - All Versions	Advanced	AC207/10ADV
<b>23</b>	Project - All Versions	All Levels	PJ207/10ALL
<b>24</b>	PowerPoint- All Versions*	All Levels	PP207/10ALL
<b>27</b>	Excel - All Versions	Advanced	XL207/10ADV
<b>28</b>	Publisher - All Versions	All Levels	PB207/10ALL
<b>29</b>	Office 2007 / 2010 Upgrade	All Levels	OF207/10UG

FULL COURSEWARE & TRAINING CERTIFICATES  
PROVIDED FOR EACH DELEGATE

## PUBLIC COURSES

FROM **£125**  
PER DELEGATE FOR COURSES  
MARKED WITH \*

Discount for bookings of 3 delegates and over  
(Special Rates apply for NHS clients)

## ON-SITE COURSES

6 DELEGATE BOOKING  
SPECIAL PRICE **£550**

## EXCEL ALL VERSIONS "BEYOND THE BASICS"

This popular course is aimed at regular users of Excel - this one day event will look at a wide range of features, functions and tricks to help you manage large and complex workloads, be more productive and save time!

The following topics are included, as well as lots more ...

- Pivot Tables - including new features within Excel 2007 & 2010 including Slicers!
- Pivot Charts
- Data Consolidation
- Advanced Filters
- Using Lookups and Match Index Functions
- Using IF Statements
- Macros

Are you ready to expand your knowledge, competence and confidence on this fast paced and packed day? Call us for more information.

## VISUAL BASIC 1 DAY COURSE

If you currently recording Macros in Excel and want to learn more about the functionality of Visual Basic, this one day event will enable users to implement macros and troubleshoot them using the VBA Basic Editor in an Excel environment - A great add-on to the "Beyond the Basics" course which our clients are finding invaluable!

COURSE OUTLINES  
AVAILABLE ON-LINE

[www.fasttrackcomputertraining.co.uk](http://www.fasttrackcomputertraining.co.uk)



**FAST TRACK**  
COMPUTER TRAINING

01527 836840

## ON-SITE TRAINING

For your convenience we can come to your offices where ..

- Laptop computers are provided for each delegate attending together with projection equipment at no additional cost
- You can choose your own agenda - picking topics from Introduction, Intermediate & Advanced Levels on one day
- Special prices are available for on-site courses starting from £550.00 + VAT for up to 6 delegates

## OFF-SITE TRAINING

**We have Training Centres available nationally!**

## THE FACILITIES

- All our Training Centres have 'break-out' areas where delegates can relax during coffee breaks and lunch
- We endeavour to provide a comfortable training environment with a relaxed atmosphere that is conducive to learning
- All courses include lunch and refreshments
- Most of our Training Centres are close to local bus & rail connections located for your convenience

## WHAT OUR CLIENTS SAY

"Very well accommodated to the mixed abilities. Certainly picked up a lot of new information" **Lecico Plc**



"Excellent example workbooks - Very patient tutor and adapted to different members of the group - will be very useful in every day work. Thanks!"

"Macros & Pivot Tables - excellent time savers - great tips given to speed up day to day tasks - Many thanks!" **KIMAL plc**



"Great tutor, well led - Gained a good depth of Excel knowledge" **Leeds NHS Trust**

"Best Excel course I have been on!" **B'ham Womens Hospital**  
"Demystified what macros are! Nobody explained it so simply before - thank you!" **Sheffield Teaching Hospitals**

"Brilliant Tutor always checking if all following -

pace of course good and not drawn out" **Sheffield NHS Trust**



"After struggling with Office 2010, this course has now enabled me to use all the features effectively - thank you!"

**Cambridge Manufacturing Company Limited**



TAKE THE

# FAST TRACK ROUTE TO IT LEARNING

## OFFICE 2010 ARE YOU CONSIDERING UPGRADING TO OFFICE 2010 INSTEAD OF OFFICE 2007?

Fast Track now have Office 2010 application courses available together with our popular Upgrade Course now for 2010 too! For more details, give our Booking Line a call

## MORE COURSES ...

The following courses are offered in addition to the Public Scheduled Courses - These courses are booked on a Corporate Day basis - call us for more details & pricing

- MICROSOFT OUTLOOK
- MICROSOFT VISIO
- ADOBE PHOTOSHOP
- ADOBE INDESIGN
- ADOBE ILLUSTRATOR
- WEB PAGE DESIGN TOOLS
- CRYSTAL REPORTS
- SHAREPOINT
- PROGRAMMING TOOLS VBASIC & .NET
- SQL SERVER REPORTING SERVICES
- SQL SERVER UPGRADE
- AUTOCAD 2D, LT, 3D

WEBSITE : [www.fasttrackcomputertraining.co.uk](http://www.fasttrackcomputertraining.co.uk)

EMAIL : [info@fasttrackcomputertraining.co.uk](mailto:info@fasttrackcomputertraining.co.uk)

BOOKING LINE : 01527 836840