

Advanced Microsoft Office 2016 Training

CPD Accredited



Boost your skills with the best online courses

HOTLINE 0203 874 9355

ABOUT US

We are one of the world's best online platforms, offering courses in everything from office administration, to accounting, to yoga - and much more. All of our 1000+ courses are taught by an expert teacher, and because every course is on-demand students can learn at their own pace, in their own time and on any device.

OUR MISSION

The mission of Study365 is to provide industry relevant higher education to a diverse student population through innovative technology and experience teachers, enabling you to pursue personal and professional goals.

OUR VISION

We hope to innovate online education on a global scale, and to be recognized as instrumental in the web application of instructional technologies which facilitate a new generation of e-learning and e-teaching.

OUR PROCESS

We believe that online learning is the future, and as such, we are fully online. Providing outstanding resources to our learners straight to their laptop or device. We help students everywhere to achieve excellence.



Get Certified

You'll be assessed by Study 365 on completion of your modules. In most cases you'll be graded instantly, so there is no frustrating waiting around to find out your grade. Depending on the course, you might also be assessed in a real working environment. Successful students will gain relevant certification, many of which are recognised by professional institutions.



Excellent Value for Money

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Go at your own Pace

Life can be hectic, we get that, so we won't pressure you to go at a pace that's uncomfortable for you. To us whether you're zooming through the modules, or taking the scenic route, it's all good. The beauty of studying with Study 365 is that you can set the pace, learn in the comfort of your own home, and even take us with you on holiday!



Expert Tutor Support

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Advanced Microsoft Office 2016 Training

About the course

OVERVIEW

To employers, you're only as good as your CV...

To prove that you can use Microsoft Office, the most popular database management software, get a recognised qualification from Study365. Enhance your CV and give yourself an advantage.

Most organisations use Microsoft Office and we can show you how to get the most out of it. This course aims to give essential skills and enables you to produce professional work using the Microsoft Office suite, including Word, Excel, PowerPoint, and Access. Whether you are a beginner or have some experience with Office, this course covers everything and you can go through the material at your own pace. This course bundle includes both basic and advance features of Microsoft Word 2016, Excel 2016, PowerPoint 2016, and Outlook 2016.

There are five core subjects focusing on each of the Microsoft Office software packages, such as Word, Excel, PowerPoint, Outlook, and Access. The course material is delivered straight to you and can be adapted to fit in with your lifestyle. It is created by experts within the industry, meaning you are receiving accurate information, which is up-to-date and easy to understand.

This course is comprised of professionally narrated e-Learning modules, interactive quizzes, tests, and exams. All delivered through a system that you will have access to 24 hours a day, 7 days a week for 365 days (12 months).



365 Days



10 Modules



Exam Included



40 Guided
Learning
Hours



Course
Certificate



Advanced,
beginner and
Intermediate

Who is it for?

As Microsoft Office is used in such a wide range of jobs, this course would be beneficial to anyone, of any experience level. This course would be particularly helpful for anyone working in an office role.

Course Duration:

You will have 12 Months access to your online study platform from the date you purchased the course. The course is self-paced so you decide how fast or slow the training goes. You can complete the course in stages revisiting the training at any time.

Certification:

Successful candidates will be awarded certificate for "Advanced Microsoft Office 2016 Training".

Career Path:

This Qualification is helpful for any Office job, such as:

- Admin Assistant
- PA
- Secretary
- Administrator
- Office Manager
- Business Developer
- IT Technician
- Web Developer
- Accountant

Course Description:

This online training course is comprehensive and is designed to cover the key topics listed under the curriculum. This course has been designed for 40 guided learning hours.

Method of Assessment:

At the end of the course, learners will take an online multiple choice question assessment test. The online test is marked straight away, so you will know immediately if you have passed the course.

Entry Requirement:

Learners must be age 16 or over and should have a basic understanding of the English Language, numeracy, literacy, and ICT.

PLEASE NOTE:

We do not provide Microsoft Office 2016 software with this course, this must be installed on your computer separately.



Course Curriculum

- 1 Microsoft Word 2016 - Beginner
- 2 Microsoft Word 2016 - Advance Tricks and Tips
- 3 Microsoft Excel 2016 - Beginner
- 4 Microsoft Excel 2016 - Advance Formulas & Functions
- 5 Microsoft Excel 2016 - Advance Formatting and Techniques
- 6 Microsoft PowerPoint 2016
- 7 Microsoft Access 2016 - Beginner
- 8 Microsoft Access 2016 - Advance Questions in Depth
- 9 Microsoft Access 2016 - Advance Tricks and Tips
- 10 Microsoft Outlook 2016



Accrediting Bodies



Accredited Certificate

BRIT ACADEMY FOR TRAINING

Certificate Code:67081-99901-59311



Diploma in Business Accounting

AWARD TO

Luke Wills

WHO HAS SUCCESSFULLY COMPLETED CPD & IAP ACCREDITED PROGRAMME AT BRIT ACADEMY FOR TRAINING

Awarded Date:August 19,2017

A handwritten signature in black ink.

DAVID GRIFFIN
HEAD OF EXAMINATION

A handwritten signature in black ink.

RUSHAN ARACHHIGE
DIRECTOR OF STUDIES



UKRLP UK Register
of Learning
Providers

Effective Lessons

All lessons have been designed by experienced instructors with interactive teaching techniques.

Go at Your Own Pace

Complete the course in 2 days or two years - it is completely your decision.

Quality Study Materials

An easy to understand yet detailed course syllabus.

Gain a Qualification

End of course test and certificate.



Tutor Support

Experienced tutors on hand to offer you support and guidance by email



Fully Verifiable Diploma

Any future employers can validate your qualification via our website
24/7



12 Months Access

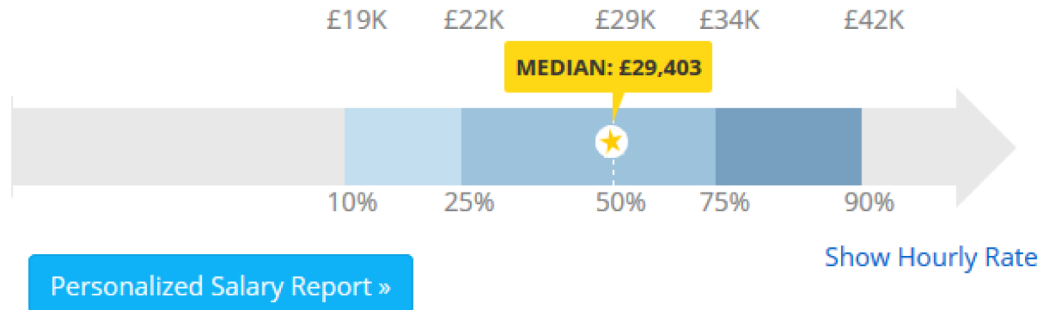
You will have access to the course and all update for life.

Our online courses are extremely popular. Book today to secure your place and take the first step to rewarding new career

CAREER PATH

You could become a Physician Assistant, with an average salary of £29,403 (payscale.com). This Advanced Microsoft Office 2016 Training course will provide you with a whole host of skills, which could help you to become any of the following:

- Admin Assistant
- PA
- Secretary
- Administrator
- Office Manager
- Business Developer
- IT Technician
- Web Developer
- Accountant



	Range	£0	£41K
Salary	£18,590 - £41,537		
Total Pay (?)	£16,446 - £41,750		

Country: United Kingdom • Currency: GBP • Updated: 30 Jun 2018 • Individuals Reporting: 21

WHAT OUR LEARNERS SAY ABOUT US

Easy to follow and full of great Customer Service. Thank you very much!

- Qab Deen -

All the videos broke up on occasions. Easier reading method such as two continuous pages as with Microsoft Word would have been better

- Alastair Jinks-

The program is helping me understand lots of fundamentals and I am becoming a better person And I have to really appreciate the customer services that they are providing to students

- Kevin Delson -

WHO CAN TAKE THIS COURSE?

BOOK NOW: To take advantage of this training opportunity and come away with the knowledge, tools and a recognised qualification to pursue a rewarding career in Office Administration, contact us today on

Please note:STUDY365 does not provide any software with this course.

FAQs

✓ Who can take this course?

Anyone who has an interest in working in this field is encouraged to take the course. There are no entry requirements to take the course.

✓ What is the structure of the course?

The course is broken down in to modules. Each module takes between 10 and 60 minutes on average to study. Although you are free to spend as much or as little time as you feel necessary on each module, simply log in and out of the course at your convenience.

✓ Is there a test at the end of the course?

Once you have completed all modules there are multiple choice questions test. The questions will be on a range of topics found within the modules. The test, like the course, is online and can be taken a time and location of your choosing.

✓ What is the pass mark for final the test?

The pass mark for the test is 65%

✓ What happens if I fail the test?

If you don't pass the test first time you will get a second opportunity to take the test again after further study.

✓ When will I receive my certificate

Once you have completed your test you can log in to your account and download and print your e-certificate any time you need it. If you would prefer us to post you a printed certificate, there will be an admin charge of £29

✓ How can I pay?

We use PayPal for all payments on the site. You can either use your Visa, MasterCard, American Express, Solo cards or PayPal account to pay for the online course. All payments are handled securely by PayPal. We also accept bank transfer (BACs). Please contact us for more information about this

✓ Is my payment secure?

As previously mentioned your payment is totally secure. We don't get to see your payment details



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