



## New Features of Windows 7



With Windows 7 already being hailed as a success, we take you through the user experience and explore what the fuss is all about. You will also pick up some fantastic tips and tricks for everyday use.

## First Look at Office 2010



Get your hands on Office 2010 before it comes out next year! Using the Beta\* release, we will look at what functionality you can expect from the upcoming version of Microsoft Office.

*\*beta release expected in november 2009. session expected to explore word, excel and powerpoint*

## Microsoft Office Skills



### Word: Working with Longer Documents

*If you are writing longer documents like reports or proposals, this session is essential for you. Not only will it save you hours of wrestling with files, you will create great looking documents.*

### Word: Mail Merge and Track Changes

*Mail merging in 2003 became a science; this session will unravel its mysteries and make it simple again!  
With Track Changes, learn the three steps to success, and how to control the process.*

### PowerPoint: Tips and Techniques

*It seems so simple – so why is it taking you so long!  
Take the strain out of creating presentations; attend this session and produce eye-catching, effective shows in a fraction of the time. You were right – there is a knack to it!*

### Excel: Formulas and Functions

*This session will give you all you need to create powerful, effective and efficient spreadsheets, and introduce you to the impressive array of prewritten formulas, otherwise known as functions.*

### Excel: Data Manipulation

*Excel exists to turn unwieldy impenetrable datasets into crisp, clean reports, literally in seconds. If you are having to number crunch huge lists, this is the session that could give you your life back – and not a formula in sight!*

### Excel: Spreadsheet Modelling

*This session explores how to create models so that no matter how complex they may become, they remain simple to navigate, update and audit. It also includes a discussion on modelling concepts and best practices.*

## Business Skills



### Managing Your Time Effectively

*This short course will enable you to gain an insight in how to apply the basic principles of effective time management*

### Handling stress

*This course will enable you to understand how stress impacts us and give you an insight into some of the key stress management techniques you can use*

### Introduction to Management

*This short course will provide newly appointed managers or those wishing to understand a manager's role, an opportunity to learn some of the skills involved.*

### Negotiation skills

*This short course is useful to those who require an understanding of the basic principles in negotiation.*