BPP PROFESSIONAL EDUCATION

IT COURSES
## COURSE CALENDAR

All sessions are held at The Mallard

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Excel</td>
<td>16 Feb (am)</td>
<td>£115</td>
</tr>
<tr>
<td>Excel: the essentials</td>
<td>16 Mar (am) or 6 Sep (pm)</td>
<td>£115</td>
</tr>
<tr>
<td>Excel: presenting data</td>
<td>11 Jul (am)</td>
<td>£115</td>
</tr>
<tr>
<td>Excel: data analysis</td>
<td>18 Apr (am) or 3 Oct (am)</td>
<td>£115</td>
</tr>
<tr>
<td>Excel: functions and formulas I</td>
<td>18 Apr (pm)</td>
<td>£115</td>
</tr>
<tr>
<td>Excel: functions and formulas II</td>
<td>8 Jun (am)</td>
<td>£115</td>
</tr>
<tr>
<td>Excel: functions and formulas III</td>
<td>2 Nov (am)</td>
<td>£115</td>
</tr>
<tr>
<td>Excel: financial formulas</td>
<td>3 Oct (pm)</td>
<td>£115</td>
</tr>
<tr>
<td>Excel: Intro to VBA</td>
<td>28 Mar (am)</td>
<td>£115</td>
</tr>
<tr>
<td>Word: secrets and shortcuts</td>
<td>16 Mar (pm) or 11 Jul (pm)</td>
<td>£115</td>
</tr>
<tr>
<td>Word: templates and reports</td>
<td>8 Jun (pm)</td>
<td>£115</td>
</tr>
<tr>
<td>Word: advanced users</td>
<td>2 Nov (pm)</td>
<td>£115</td>
</tr>
<tr>
<td>Office 365</td>
<td>16 Feb (pm)</td>
<td>£115</td>
</tr>
<tr>
<td>Intro to MS Office</td>
<td>6 Sep (am)</td>
<td>£115</td>
</tr>
<tr>
<td>Sharepoint Online – Introduction*</td>
<td>22 Feb or 5 Sep (all day)</td>
<td><strong>£220</strong></td>
</tr>
<tr>
<td>Sharepoint Online – Site Creation*</td>
<td>20 Mar or 11 Oct (all day)</td>
<td><strong>£220</strong></td>
</tr>
<tr>
<td>Sharepoint Online – Admin*</td>
<td>26 Apr or 9 Nov (all day)</td>
<td><strong>£220</strong></td>
</tr>
</tbody>
</table>

Am courses are 9am-12pm, pm courses 1pm-4pm and all day courses are 9am-4pm.

*Please note if you wish to attend Site Creation you must also attend the Introduction day.

**Attendance at all 3 days will be offered at a discounted price of £600.
BPP Professional Education are delighted to offer IT courses in conjunction with ALX Training (ALX). ALX was founded in 2009 and has grown to be the leading provider of Microsoft Office training in the Channel Islands.

PRESENTERS

Susan Watson

As a highly experienced software consultant, Susan has spent more than fifteen years working with a range of industries to deliver IT training and application solutions that transform businesses.

Based in Guernsey, Susan is a Microsoft Office Specialist Expert, Certified Technical Trainer and Certified Training Practitioner who focuses on the delivery of engaging courses that clients are able to rapidly put into practice.

Susan specializes in training for VBA, Macros and Excel but with her wide-ranging technical experience and qualifications, is able to train in a number of areas including SQL, Crystal Reports/Business Objects, Cognos and Microsoft Project.

Yvonne MacCrae

Specialising in Sharepoint, MS Office 365 and CRM, Yvonne is one of the Channel Islands’ most knowledgeable IT trainers. Yvonne has been active in the technology industry for over 17 years, developing her skills and expertise whilst working for some of the US and UK’s best known companies. She has the depth of experience and expertise that our clients need to ensure their staff make the most of their workplace tools, using them effectively and efficiently.

HOW TO BOOK

Simply complete the booking form at the back of this brochure and forward to: Email guernseyinfo@bpp.com.

Once BPP has received your booking we will send you confirmation along with full joining instructions.

MATERIALS

Course fees include a full colour booklet to accompany the course.

TERMS & CONDITIONS

If you need to make amendments you can email: guernseyinfo@bpp.com. We will accept name changes at any point up to the start of the course free of charge.

If it becomes necessary to cancel a course delegate, the following policy will apply:

Cancellations 28 days or more in advance, no charge/full refund
Cancellations 27 - 7 days in advance, 50% charge
Cancellations less than 7 days in advance, no refund

CHANGE OF DATE, VENUE OR TUTOR

BPP reserves the right to change course dates, venues or tutors, or cancel in exceptional circumstances. We will of course advise you of any changes as early as possible.
COURSE OUTLINES

INTRODUCTION TO EXCEL
This course is for anyone who has just started using Excel. It will enable delegates to organise and input data in an efficient and logical manner, create a formatted spreadsheet and carry out very basic calculations.
Course content:
Data entry
Formatting
Basic calculations

EXCEL: THE ESSENTIALS
Designed for anyone who uses Excel at work. This course is full of tips and tricks.
Course content:
Navigation and selection shortcuts
Using the autofill handle
Reformatting data quickly
Sort and filter tools
Basic functions and calculations.

EXCEL: PRESENTING DATA
Designed for anyone who will need to present data to clients.
Course content:
Using data tables
Customize cell formats
Use conditional formatting
Apply sparklines
Insert a variety of charts and graphs
Add headers and footers
Print large spreadsheets
Record a basic reformatting macro.

EXCEL: DATA ANALYSIS
This course is for individuals who need to analyse or manipulate data for reporting purposes. This course is ideal for anyone wanting to expand their knowledge of Excel.
Course content:
Design a spreadsheet
Using the subtotal function
Inserting and manipulate a pivot table
Using pivot tables to summarise and analyse data
Create a pivot chart
Apply advanced filters to extract data
Use the what-if tools.
EXCEL: FORMULAS AND FUNCTIONS I
This is designed for individuals who need to use, edit or create mathematical and logical formulas.

Course content:
SUM formulas
Count formulas
IF formulas
Nesting formulas.

EXCEL: FORMULAS AND FUNCTIONS II
Designed for individuals who need to use, edit or create Lookup formulas.

Course content:
Named cell range
VLOOKUPS
Formula error messages
Data validation
Cell and worksheets protection

EXCEL: FORMULAS AND FUNCTIONS III
Designed for individuals who work with text or date fields in their spreadsheets and need to clean or manipulate these text fields.

Course content:
Text to column
Proper, upper and lower
Cleaning data tips and tricks
LEFT, RIGHT, MID
FIND, SEARCH, CONCATENATE & LEN
WORKDAY, NOW, TODAY, NETWORKDAYS
EDATE, EOMONTH

EXCEL: FINANCIAL FORMULAS
A course for individuals who need to write or trouble-shoot financial formulas in Excel. On completion of the course delegates will be able to calculate valuations interest rates, number of payments, growth rates, future values and present values.

Course content:
PMT
FV
PV
NPER.
**EXCEL: INTRO TO VBA**
For individuals who need to automate repetitive tasks in Excel. Delegates will gain an insight into how macros work, how they can be used in the work place and how to create and edit a basic re-formatting macro.

Course content:
- Record and run a macro
- Modify and extend a basic macro
- Use the Visual Basic Editor
- Apply the basics of coding such as variables, data types and strings
- Create dynamic macros
- Troubleshoot and solve basic errors.

This is course is designed for advanced users of excel.

**WORD: SECRETS AND SHORTCUTS**
This is for anyone who uses Word on a regular basis. The lesson is full of short-cuts, tips and tricks so even people who have used word for years will learn something new.

After attending delegates will be able to quickly re-format a document in just a few clicks, trouble shoot and fix problems associated with indents, margins, bullets and numbering and carry out everyday tasks more efficiently.

Course content:
- Navigate, select and reformat short cuts
- Trouble-shoot indents and margins
- Edit bullets and numbering
- Apply tabs
- Create quick parts
- Work with tracked changes

**WORD: TEMPLATES AND REPORTS**
Designed for anyone who uses Word to write reports.

Course content:
- Templates and styles
- Form controls, re-useable content
- Headers and footers
- Protecting documents
- Page and section breaks
- Referencing
- Table of contents and numbering.
WORD: ADVANCED USERS
For anyone who has to work with long documents such as reports, proposals, briefing notes, case studies or assignments.

Course content:
- Use and modify styles
- Use of footnotes and endnotes
- Insert a table of contents
- Create and edit quick parts & autotext
- Work with section breaks
- Insert and embed various objects
- Apply fields to headers and footers
- Create form controls and protect documents from editing.

OFFICE 365
For individuals who recently upgraded to have Office 365.

Course content:
- Understand Cloud Computing
- Navigate and personalise the Office 365 interface
- Use OneDrive and Sites
- Explore new features of Office 2016
- Collaborate using Groups
- Search using Delve
- Share notes with OneNote
- Communicate with Yammer
- Use planner for managing projects
- Create newsletters in sway

INTRODUCTION TO MS OFFICE IN THE WORKPLACE
For individuals who have recently begun work in an office environment.

Course content
- Outlook: how to manage your inbox, arranging meetings, using tasks to stay organized and quick parts, quick steps and rules
- Word: short-cut tips and tricks, working with tracked changes, applying bullets and numbering, saving documents and naming conventions
- Excel: best practice of setting out a spreadsheet, sorting and filtering and basic formulas
SHAREPOINT ONLINE - INTRODUCTION
For individuals who have recently migrated to SharePoint Online and want to learn the basics of this versatile platform. This course will provide a solid grounding on the basic principles which are necessary to progress onto our other SharePoint sessions.
Course content:
- Introduction to SharePoint Online
- Navigating around the platform
- Using the SharePoint Apps
- Managing content
- Introduction to Search.

SHAREPOINT ONLINE – SITE CREATION
For individuals who need to be able to create and manage Sites within SharePoint.
Course content:
- Site architecture model
- Users, groups and permissions
- Managing site content
- Page Editing
- Navigation Structure
- Site Search

SHAREPOINT ONLINE – ADMIN
For SharePoint Site Collection Administrators who need to administer SharePoint Online
Course content:
- Configuring Search Settings
- Site Settings and Features
- User Profiles
- Governance, Policies and Auditing
- Site Reporting
- Admin Tab Features
IT COURSE BOOKING FORM

Please return to: BPP, email guernseyinfo@bpp.com

PERSONAL DETAILS

Title: Mr/Mrs/Ms etc: _____________________________.
First Name: _________________________________.
Surname: _________________________________.
Job role: _________________________________.
Date of birth: _________________________________.
Address for any correspondence (home / work) _________________________________.

Post code: _________________________________.
Daytime Telephone: _________________________________.
mail address: _________________________________.
Signature: _________________________________.

AUTHORISATION TO INVOICE EMPLOYER

Company name: _________________________________.
Authorising Manager: _________________________________.
Job Title: _________________________________.
Please tick if you wish to be advised of any absences □
Company Address: _________________________________.

Post code: _________________________________.
Daytime Telephone: _________________________________.
Email Address: _________________________________.
Signature: _________________________________.

COURSE DETAILS

Indicate below which courses you would like to attend.

Course: __________________ Date: __________ Cost: £
Course: __________________ Date: __________ Cost: £
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Course: __________________ Date: __________ Cost: £
Course: __________________ Date: __________ Cost: £
Course: __________________ Date: __________ Cost: £
Course: __________________ Date: __________ Cost: £

Do you have any special need/disability that may affect you in the event of a building evacuation whilst you are on the premises?  Yes □ No □
(If yes, please arrive for the start of the first session 15 minutes early to allow for the local health and safety Officer to complete the necessary evacuation procedure and assessments with you).

PAYMENT DETAILS (please tick)

Invoice Card Cheque

Grand total £: ______________ Card type (please tick) MasterCard □ Visa □ Switch □
Card number ____________________________ Expiry date: ____________________________.
Valid from: ______________ Issue no: __________ Security code: (last 3 digits on signature strip) ____________________________.
Cardholder’s name: (as it appears on the card) ____________________________.
Cardholder’s address: (if different from above) ____________________________.

Cardholder’s signature: ____________________________ □ Cheque enclosed (payable to BPP CI Ltd)

Note: By signing this form you are agreeing to our Terms & Conditions as stated on our website. To read the full Terms & Conditions go to bpp.com/terms
Your ambition realised