

*RMD Training offers IT training for all of the applications in the Microsoft Office suite. These include Word, Excel, PowerPoint, Outlook and Access.
We deliver at all levels from foundation to advanced and for all versions of Microsoft Office up to and including Office 2007.*

We have invested heavily in IT equipment including flightcases of IBM ThinkPad laptops, projectors, screens etc. This means that we can deliver training anywhere in the country including at clients' premises.

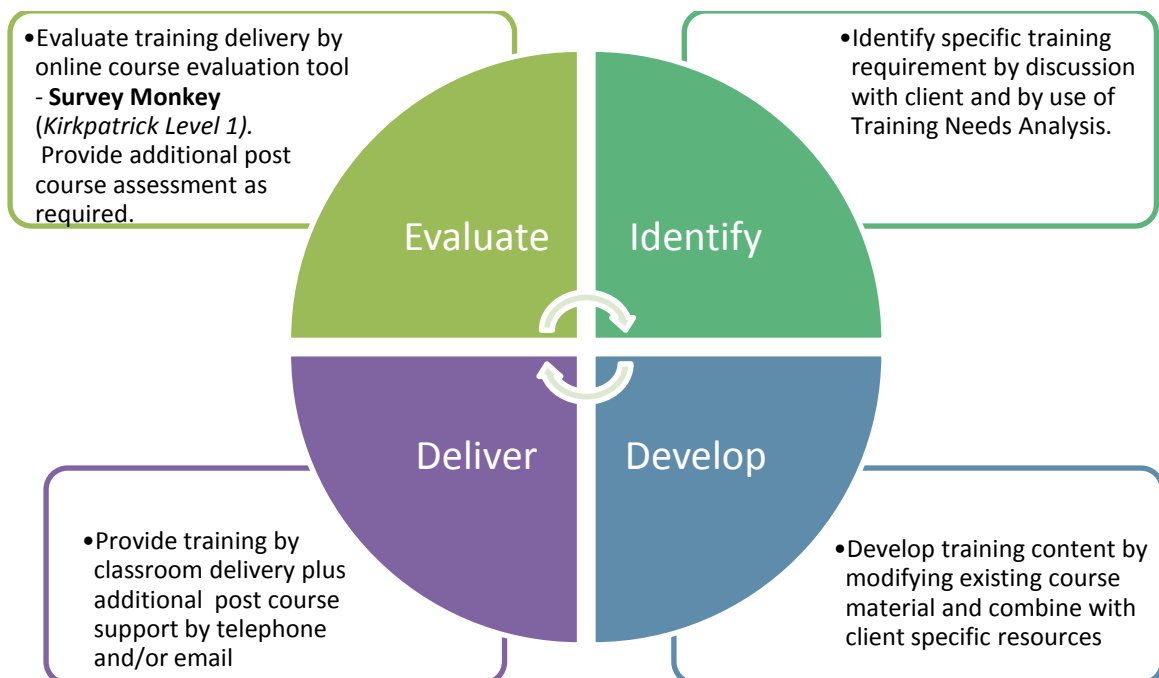
Our trainers are all experienced instructors and have appropriate certifications from Microsoft to deliver the courses they teach.

In this brochure we show typical contents of our courses for each application, however we prefer to deliver tailored courses that offer a better match between customers' requirements and the course material on offer. In support of this we can provide a Training Needs Analysis WorkBook that helps to match the training requirement with material delivered.

We then customise courses as necessary to provide the optimum training experience for delegates and best **Value For Money** for employers.

Finally, as part of our internal quality measures we ask delegates on all of our courses to complete an online course evaluation questionnaire, this is made available to clients on request.

The diagram below shows this process in action.



Our Trainers



All of our Microsoft product trainers have a variety of certifications from Microsoft and other vendors. These are achieved by passing the appropriate tests that Microsoft and others offer. Online links to trainers' official Microsoft transcripts are available, please contact us for more information.

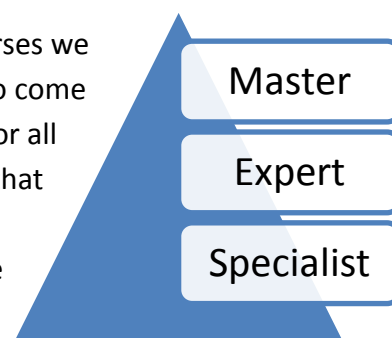


We encourage our trainers to become members of the official IT training professional body in the UK; The Institute of IT Training.

Whilst we pride ourselves on the quality of our trainers, mistakes and errors can happen. All of our employed trainers have Professional Indemnity and Public Liability insurance. Again, further details on request.

Certification

We insist our trainers have official certification for the courses we offer. In the same way we recommend that individuals who come on our courses also get certified. Certification is available for all of the Office versions and takes the form of an online test that takes less than an hour and is relatively inexpensive. Tests are available at Specialist, Expert and Master levels and are delivered by Certiport, a global IT testing organisation.



RMD Training is a registered Certiport testing centre, and can proctor these tests, for more information on Microsoft Office certification please contact us.





Word

Foundation

1. Creating and Editing Documents
2. Formatting Text & Printing a Document
3. Formatting Documents
4. Using Advanced Page Setup Techniques

Intermediate

- 1: Reviewing Documents
- 2: Drawing In Word
- 3: Using Tables
- 4: Working with Columns

Advanced

- 1: Sorting & Merging Text & Data.
- 2: Working with Formulae, worksheets and charts.
- 3: Introduction to Macros
- 4: Enhancing Documents
- 5: Reviewing documents



Excel

Foundation

- 1: Excel Essentials
- 2: Formatting Text & Printing a Document
- 3: Managing the Worksheet
- 4: Formatting the Worksheet

Intermediate

- 1: Using Multiple Sheets and Workbooks
- 2: Charting
- 3: Advanced Functions
- 4: Advanced Formatting

Advanced

- 1: Working with Lists
- 2: Working with Macros and User Defined Functions
- 3: Using Basic Analysis Tools
- 4: Using Advanced Analysis Tools
- 5: Working with Other Applications and Users

PowerPoint



Foundation

- 1: PowerPoint Basics
- 2: Creating a Presentation
- 3: Enhancing a Presentation
- 4: Adding Visual Interest
- 5: Managing your Presentation

Intermediate

1. Customizing PowerPoint
2. Working with objects
3. Drawing Tools
4. Controlling the Overall Look
5. Slide Shows
6. PowerPoint on the Web
7. Using Macros in PowerPoint

Outlook



Foundation

- 1: Outlook Essentials
- 2: Communicating with Mail
- 3: Organising Contacts
- 4: Scheduling with Calendar
- 5: Tasks
- 6: Keeping a Journal and Using Notes

Intermediate

- 1: Using Advanced Management Features
- 2: Optimizing Mail Functions
- 3: Working with Contacts
- 4: Working with Other Users
- 5: Working with Templates and Forms



Access

Foundation

- 1: Introduction to Databases
- 2: Tables
- 3: Working with tables
- 4: Queries
- 5: Introduction to reports

Intermediate

- 1: Managing Relational Databases
- 2: Advanced Forms Customising
- 3: Optimising and Administering Access
- 4: Database Security



Publisher

Foundation

- 1: Getting Started
- 2: Working from a blank page
- 3: Working with text
- 4: Special text tools

Intermediate

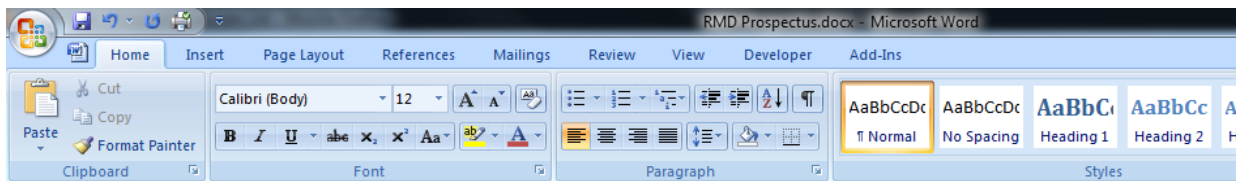
- 1: Using styles and templates
- 2: Enhancing the Publication
- 3: Spacing your publication
- 4: Creating special effects
- 5: Using colour effectively
- 6: Working with Templates and Forms



Office 2007 & 2010

With hundreds of new features, the Introduction of Office 2007/10 into an organisation can bring huge benefits.

On the other hand, getting it wrong can create chaos with users having no idea how to use the new ribbon interface. Whats even worse, you can find that you are creating files that others including your customers, cannot read at all.



One of the biggest changes in Office 2007/10 is the introduction of the **'Ribbon'**. Replacing the traditional File, Edit, View etc menus in previous versions of Office the **ribbon** makes it much easier to find the things you need in the Office applications. But the first time you see the **ribbon** it's a bit of a shock!

Additionally, Office 2007/10 introduces a raft of new features including smartart graphics, building blocks, Quick Styles and many more. Incidentally, we've used a number of these new features to create this prospectus.

In order to accommodate these new features the file formats for almost all of the applications have changed, meaning that older versions of Office cannot read the files without downloading additional software.

RMD Training has helped a number of organisations, in both the public & private sectors, introduce Office 2007/10. In addition to training on the ribbon interface and new features we can provide guidance on how to use the new DOCX file formats effectively.



Other Courses

In addition to the courses described in this prospectus RMD Training can also provide training on:

- ✓ **Microsoft Courses:** Other Microsoft products such as MS Project, Expressions WEB etc.
- ✓ **Adobe Courses:** All of the applications in the ADOBE® Creative Suite including InDesign, Dreamweaver, Flash, Illustrator & Photoshop. For more information please request a copy of our ADOBE prospectus.
- ✓ **Online courses** – we are trialling the use of web based courses. These can be studied at the student's convenience.
- ✓ **Other courses** – in addition to the courses above we have contacts with many training providers who are able to offer specialised training.

Contact Us

Main Contact Number & Lincolnshire Office
01507 343554
Hull & Humberside
01482 242103
Manchester Area
0161 850 1551

info@rmdtraining.co.uk



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The Cottage, Main Road, Donington on Bain, LOUTH, LN11 9TJ