

## **For the attention of the School Administrator/Senior Management**

We are offering the following training courses at Scomis, Great Moor House, Exeter

For directions and course descriptions of the following courses and all the courses we offer please see the following link:

<http://training.scomis.org/>

### **Excel XP/2003 Basic**

Date: 14 July 2011  
Time: 09.30 – 15.30  
Cost: £165 per person

This training is specifically designed for those people who have a working knowledge of Windows, and who need to use Excel as a work tool. It will introduce you to designing spreadsheets, using simple functions and formulas and creating simple charts.

### **Excel XP/2003 Advanced**

Date: 19 July 2011  
Time: 09.30 – 15.30  
Cost: £165 per person

This training is specifically designed for those who need to work with Excel's complex functions and formulae and to perform complex analysis of their data.

### **Outlook XP/2003 Advanced**

Date: 21 July 2011  
Time: 09.30 – 15.30  
Cost: £165 per person

This course will introduce Outlook as a total desktop management system and enable a broader use of Outlook by covering the Inbox and Calendar in depth, as well as Contacts, Tasks and Notes and introducing other topics such as delegate access, public folders, etc

**To book please call 01392 385300 or email: [scomis@devon.gov.uk](mailto:scomis@devon.gov.uk)**