

## ***Training Options***

### **One-to-one**

**½ day £150**

- Bespoke contents and level agreed with you
- Hands-on exercises
- Supporting notes provided
- Your office, home or our training centre

### **Group Sessions**

**½ day: £180** (2 delegates) **£210** (3) **£250** (4+)

- Bespoke contents and level agreed with you
- Maximum 4 delegates per session
- Hands-on exercises
- Supporting notes provided
- Your office or our training centre

**MS Office applications:** Word, Excel, Access, PowerPoint  
**also** Outlook, FrontPage, Visio, Sage, Novell GroupWise

*All fees exclusive of VAT and payable in advance*