

Information Technology Training

Course	Duration	Per person /day	Dec	Jan	Feb	Mar	Apr
Word Essentials	1 Day	£145		6		18	
Specifics	1 Day	£165			11		6
Specialist	1 Day	£185				29	
Desktop Publisher	1 Day	£185					15
Excel Essentials	1 Day	£145			2		12
Specifics	1 Day	£165	7	20		12	
Specialist	1 Day	£185			8		
Time Saving Features	1 Day	£185		11		23	
Data Analysis	1 Day	£185	10				22
Access Essentials	1 Day	£175		27		31	
Specifics	1 Day	£195	4		19		
Data Analysis	1 Day	£195			26		
PowerPoint Essentials	1 Day	£145		25		4	
Specifics	1 Day	£165			25		20
Fundamentals of Project Mgmt	2 Days	£175					
MS Project Essentials	1 Day	£175				26	

The majority of these courses are available using version 2007

Contact us to discuss version 2007 upgrade training

For further information or to book any of the above courses please contact:

Vanessa Hope t: 01454 417418 e: vanessa@acornpeople.com

Marion Mason t: 01454 417418 e: marionm@acornpeople.com