

Scheduled Courses Northampton & Central Milton Keynes Further forward dates available. CLOSED GROUP TRAINING NATIONWIDE TAILORED TRAINING	Number of Days	October 2017	November 2017	December 2017	January 2018
<b>Microsoft Project</b>					
Microsoft Project	2	<b>18th &amp; 19th</b>	<b>21st &amp; 22nd</b>	<b>See January</b>	<b>18th &amp; 19th</b>
Microsoft Project 2016 in a day	1	<b>24th</b>	<b>29th</b>	<b>14th</b>	<b>11th</b>
<b>Microsoft Word</b>					
Microsoft Word Introduction Level 1	1	<b>5th</b>	<b>2nd</b>	<b>5th</b>	<b>9th</b>
Microsoft Word Intermediate Level 2	1	<b>11th</b>	<b>15th</b>	<b>13th</b>	<b>18th</b>
Microsoft Word Advanced Level 3	1	<b>24th</b>	<b>22nd</b>	<b>20th</b>	<b>30th</b>
<b>Microsoft Excel</b>					
Microsoft Excel Introduction Level 1	1	<b>10th</b>	<b>7th</b>	<b>6th</b>	<b>10th</b>
Microsoft Excel Intermediate Level 2	1	<b>18th</b>	<b>14th</b>	<b>12th</b>	<b>16th</b>
Microsoft Excel Advanced Level 3	1	<b>25th</b>	<b>23rd</b>	<b>19th</b>	<b>24th</b>
Understand & Create Pivot Tables	1	<b>12th</b>	<b>27th</b>	<b>13th</b>	<b>11th</b>
Microsoft Excel MACRO & VBA ( day 1)	1	<b>27th</b>	<b>22nd</b>	<b>See Jan 2018</b>	<b>23rd</b>
Microsoft Excel MACRO & VBA ( day 2)	1	<b>28th</b>	<b>23rd</b>	<b>See Jan 2018</b>	<b>24th</b>
Mastering Financial Modelling	1	<b>17th</b>	<b>15th</b>	<b>11th</b>	<b>23rd</b>
<b>Microsoft Access</b>					
Microsoft Access Fundamentals	2	<b>17th &amp; 18th</b>	<b>15th &amp; 16th</b>	<b>14th &amp; 15th</b>	<b>17th &amp; 18th</b>
<b>MS PowerPoint</b>					
Microsoft PowerPoint Introduction Level 1	1	<b>11th</b>	<b>16th</b>	<b>11th</b>	<b>11th</b>
Microsoft PowerPoint Advanced Level 2	1	<b>27th</b>	<b>29th</b>	<b>20th</b>	<b>23rd</b>
<b>MS Outlook—VISIO &amp; PUBLISHER</b>					
Microsoft Outlook L1 or L2	1	<b>26th</b>	<b>28th</b>	<b>7th</b>	<b>10th</b>
Microsoft Visio Level 1 or Level 2	1	<b>12th</b>	<b>23rd</b>	<b>15th</b>	<b>25th</b>
Microsoft Publisher	1	<b>25th L1</b>	<b>28th L2</b>	<b>31st L1</b>	<b>31st</b>

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<b>BUSINESS SKILL TRAINING . OTHER TRAINING</b>	<b>AVAILABLE</b>				
NEWLY APPOINTED MANAGER	3	25th, 26th & 27th	20th, 21st & 22nd	Closed course training	17th, 18th & 19th
PUTTING THE BUYING INTO SELLING (NEW COURSE)	1	18th	8th	5th	9th
DYNAMIC CUSTOMER SERVICE (NEW COURSE)	1	19th	9th	6th	18th
PERFORMANCE MANAGEMENT (NEW COURSE)	1	20th	29th	18th	30th
MANAGING CHANGE	1	24th	29th	See Jan 2018	24th
<b>MICROSOFT BI SELF-SERVE ( IN EXCEL)</b>					
INTRODUCTION TO MS POWER QUERY	1	4th	See November 2017	5th	10th
INTRODUCTION TO MS POWERPIVOT	1	12th	9th	13th	18th
ADVANCED MS POWER QUERY & POWERPIVOT	2	24th & 25th	28th & 29th	20th & 21st	24th & 25th
INTRODUCTION TO MS POWER BI DESKTOP	2	18th & 19th	15th & 16th	11th & 12th	11th & 12th
<b>PRINCE2—VARIOUS LOCATIONS - ONSITE TRAINING</b>	<b>AVAILABLE</b>	<b>LOCATIONS</b>	<b>PLEASE ENQUIRE</b>		
PRINCE2 Foundation & Practitioner ( Inc. Exams)	5 days	23rd—27th Northampton 16th—20th Birmingham & Milton Keynes	13th—17th Birmingham & Milton Keynes	4th - 8th Northampton 18th—22nd Birmingham & Milton Keynes	11th—15th Birmingham 18th—22nd Milton Keynes & Bham
PRINCE2 Foundation (Inc. Exam)	2 days	23rd—24th Northampton 16th- 17th Birmingham & Milton Keynes	13th & 14th Birmingham & Milton Keynes	4th & 5th Northampton 18th & 19th Birmingham & Milton Keynes	11th—12th Bham 18th—19th Bham & Milton Keynes
PRINCE2 Practitioner (Inc. Exam)	3 days	24th—27th Northampton 18th—20th Birmingham & Milton Keynes	15th & 17th Birmingham & Milton Keynes	4th - 6th Northampton 20th—22nd Birmingham & Milton Keynes	11th—13th Bham 18th—20th Bham & Milton Keynes

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<b>E-LEARNING</b>					
CAPTIVATE	2 days	<b>24th &amp; 25th Northampton</b>	<b>21st &amp; 22nd Northampton</b>	<b>19th &amp; 20th Northampton</b>	<b>17th &amp; 18th Northampton</b>
ARTICULATE STORYLINE	2 days	<b>26th &amp; 27th Northampton</b>	<b>15th &amp; 16th Northampton</b>	<b>12th &amp; 13th Northampton</b>	<b>23rd &amp; 24th Northampton</b>
CAMTASIA	2 days	<b>24th &amp; 25th Northampton</b>	<b>21st &amp; 22nd Northampton</b>	<b>19th &amp; 20th Northampton</b>	<b>30th &amp; 31st</b>
<b>ADOBE</b>					
Adobe InDesign & Adobe Photoshop Combined Training for Marketing	2	<b>23rd &amp; 24th</b>	<b>27th &amp; 28th</b>	<b>12th &amp; 13th</b>	<b>10th &amp; 11th</b>
Adobe Photoshop Introduction	2	<b>19th &amp; 11th</b>	<b>14th &amp; 15th</b>	<b>5th &amp; 6th</b>	<b>9th &amp; 10th</b>
Adobe Photoshop More Advanced	1	<b>19th</b>	<b>30th</b>	<b>20th</b>	<b>23rd</b>
Adobe InDesign Introduction	2	<b>2nd &amp; 3rd</b>	<b>14th &amp; 15th</b>	<b>12th &amp; 13th</b>	<b>17th &amp; 18th</b>
Adobe InDesign More Advanced	1	<b>20th</b>	<b>21st</b>	<b>19th</b>	<b>25th</b>
Adobe Illustrator Introduction	2	<b>12th &amp; 13th</b>	<b>14th &amp; 15th</b>	<b>19th &amp; 20th</b>	<b>22nd &amp; 23rd</b>