

Funded IT training dates

Course	2017		2018				
	Dec	Jan	Feb	Mar	Apr	May	Jun
Introduction to Excel		30			11		
Excel Intermediate (1 day)	12		6			10	
Excel Intermediate (2 days) <small>City & Guilds</small>		10–11		7–8		1–2	
Introduction to Access				13			7
Access Intermediate (1 day)			1				26
Access Intermediate (2 days) <small>City & Guilds</small>	5–6		27–28			23–24	
Introduction to Word				20			13
Word Intermediate (1 day)			14			15	
Word Intermediate (2 days) <small>City & Guilds</small>		23–24			18–19		
PowerPoint Intermediate (1 day) <small>City & Guilds</small>		16			26		
Outlook Email and Calendar (1 day)				22			
Using Outlook Email (1 day) <small>City & Guilds</small>			8				20

For details or to book places on any of these courses, call 01432 383500 or email training@hoopled.co.uk.