

Customised Microsoft Office Training

Training Built Around What You Actually Do

Already using Microsoft Office but feel you're only using a fraction of what it can do?

Our customised Microsoft Office training is designed for employees who have basic or intermediate knowledge but need to **build on those skills for their specific role**.

Rather than taking everyone through a standard course, we identify the skills that will make the greatest difference to their day-to-day work and focus the training around those requirements.

Our customised approach includes:

Microsoft Word

Practical, workplace-focused training designed around the documents and tasks your employees work with every day.

Microsoft Excel

Focused training that helps employees work more confidently and efficiently with the type of information, data and reporting required in their roles.

Microsoft PowerPoint

Training designed around creating professional, effective presentations that communicate information clearly and appropriately for the workplace.

AI Is Part of the Learning

AI is incorporated into our training materials where it adds practical value. Participants are introduced to ways AI can support their existing Microsoft Office skills, improve productivity and assist with everyday workplace tasks.

The emphasis is on **using AI as a practical workplace tool**, while understanding the importance of accuracy, judgement and responsible use.

The Learning Doesn't Stop at Demonstration

Where appropriate, participants bring a real work document, spreadsheet or presentation to the session. The aim is to transfer the learning directly into their work rather than simply completing generic exercises.

Learn the skill. Apply it to your work. Work smarter.

Customised Excel Training

Excel Training That Starts with Your Work

Excel is used differently in every organisation. That's why our customised Excel training doesn't begin with a standard list of features—it begins with **what your employees actually need to accomplish**.

Whether your team is working with spreadsheets, business information, reports, calculations or data, we develop focused training around their current level of knowledge and workplace requirements.

From Everyday Excel to More Advanced Skills

Our customised programmes can support employees who want to:

- Build on their existing Excel knowledge
- Work more efficiently with workplace data
- Improve the accuracy and consistency of their spreadsheets
- Develop more effective reporting techniques
- Make better use of Excel's capabilities
- Reduce repetitive manual tasks
- Build confidence when working with larger or more complex information

The level of training is determined by **what the participant already knows and what they need to achieve**—not simply by placing them into a Level 1, 2 or 3 course.

AI Included

AI is incorporated into the Excel training material to introduce practical ways technology can support spreadsheet and data-related work.

The focus is not on AI for the sake of AI. It is about understanding where AI can **save time, support productivity and help employees work more effectively**, while still applying human judgement and checking the results.

Bring Your Excel Work

Participants can apply their learning to a real workplace spreadsheet or task during the session. This makes the training immediately relevant and helps bridge the gap between **learning Excel and actually using Excel at work**.

Your work determines the training—not the textbook.