

# MICROSOFT WORD & EXCEL

## Shortcuts

### SUITABLE FOR

Delegates who are experienced using Microsoft Word & Excel but would like an insight into the shortcuts.

### AIM OF THE COURSE

To increase productivity by introducing Excel and Word shortcuts.

### COURSE CONTENT

- Word Shortcuts
- Excel Shortcuts

### FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 1 day
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.