



THE OFFICE EXPERT

TRAINING REQUIREMENTS FORM

CONTACT DETAILS			
First Name:		Last Name:	
Company Name:			
Company Address:			
Email Address:			
Phone:		Mobile:	
Approx. Training Dates:		Training Request Date:	
Training Address:			

Select the number of Students (Pax) you have for each of these Training options

MICROSOFT OFFICE					
EXCEL		Pax	WORD		Pax
	Microsoft Excel Basics (read more)			Microsoft Word Basics (read more)	
	Microsoft Excel Intermediate (read more)			Microsoft Word Intermediate (read more)	
	Microsoft Excel Advanced (read more)			Microsoft Word Advanced (read more)	
ACCESS		Pax	OTHER		Pax
	Microsoft Access Basics (read more)			Microsoft PowerPoint (read more)	
	Microsoft Access Intermediate (read...)				
	Microsoft Access Advanced (read more)				
OUTLOOK		Pax	PUBLISHER		Pax
	Microsoft Outlook (read more)			Microsoft Publisher	

OTHER		
ADOBE		Pax
	Adobe Photoshop (read more)	

INTRODUCTION TO COMPUTERS					
COMPUTER ESSENTIALS		Pax	BEGINNER ALL-ROUNDER		Pax
	Computer Essentials (read more)			Beginner All-Rounder (read more)	
BASIC PC		Pax			
	Basic PC (read more)				

Send this form to info@theofficeexpert.com or contact 0409551614 for more information.