



ASCENT TRAINING WALES

# Office 365

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The Microsoft Office 365 Masterclass — a five-day programme in Excel, Word, PowerPoint and Outlook, fully funded through REACT+ if you have been made redundant

[www.ascenttrainingwales.co.uk](http://www.ascenttrainingwales.co.uk)

## 01 · FULLY FUNDED

# Fully funded

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If you have been made redundant, your place on this £1,500 masterclass can be fully funded through REACT+ — at no cost to you. We handle the paperwork with you, so you can focus on building the skills that get you back into work quickly.

QUESTIONS BEFORE YOU BOOK?

01656 737349 · [info@ascenttrainingwales.co.uk](mailto:info@ascenttrainingwales.co.uk)



## 02 · YOUR COURSE

# Course overview

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Across five days you will work through each Office 365 application in a practical, real-world way: professional documents in Word, clear presentations in PowerPoint, organised email and calendars in Outlook, and confident data analysis in Excel.

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### 03 · AT A GLANCE

# Course at a glance

**Duration**

**Five-day intensive programme**

**Cost**

**£1,500 — fully funded via REACT+**

**Location**

**Bridgend, Wales**

**Delivery**

**Classroom or live online**

**Class size**

**Small, hands-on cohorts**

**Level**

**Beginner to experienced users**



## 04 · MODULE ONE

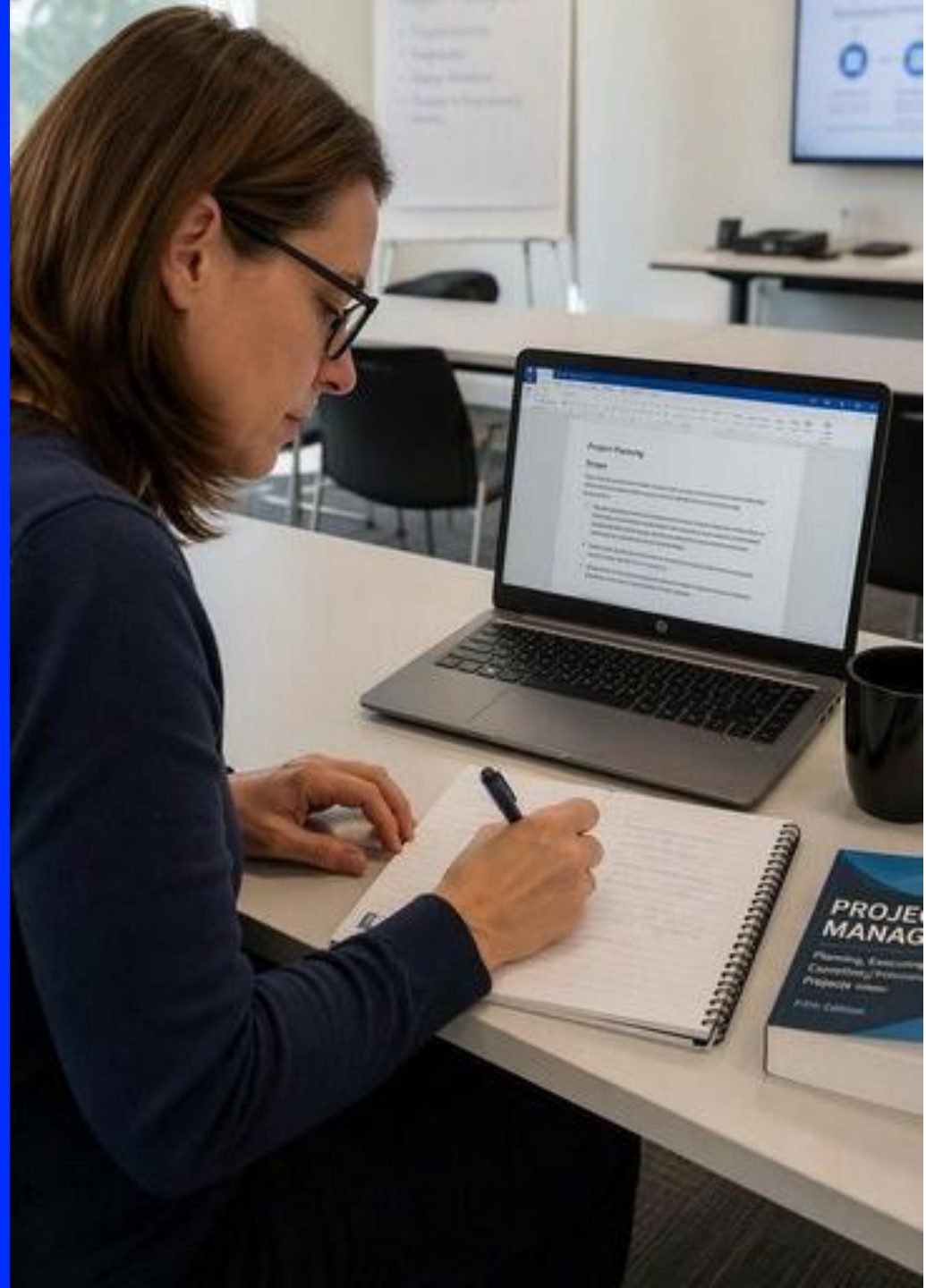
# Word & Excel

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Build the essential document and data skills every employer expects. In Word you will create, format and structure professional documents using styles and layout tools. In Excel you will cover data entry, formatting, formulas, simple functions and clear ways to organise information.

### IN THIS MODULE

Styles · Formatting · Formulas



## 05 · MODULE TWO

# Excel & PowerPoint

Move up to intermediate Excel — advanced functions, everyday data analysis and charts that make numbers easy to read. Then build professional presentations in PowerPoint: slide design, structure, visual layout and effective use of images, so you can present your findings with confidence.

### IN THIS MODULE

Functions · Charts · Slide design



06 · MODULE THREE

# Outlook & email

Email                      Manage a busy inbox efficiently

Calendars                Organise diaries and meetings

Productivity             Tasks, rules and daily workflow

Integration              The four apps working together

Collaboration          Share, co-author and comment

Scenarios                Real workplace tasks, start to finish



07 · ON THE DAY

# Daily timetable

9:00 am Welcome and session start

9:30 – 10:45 am Guided practice

10:45 – 11:00 am Morning break

11:00 am – 12:00 pm Hands-on exercises

12:00 – 1:00 pm Lunch break

1:00 – 3:30 pm Workplace scenarios



# Is this course for you?

1

**IDEAL IF YOU ARE**

Returning to work after redundancy, or moving into administration, team leadership or any office-based role that needs strong digital skills.

2

**NO EXPERIENCE NEEDED**

Beginners are welcome — no advanced technical knowledge is required, and experienced users still gain plenty from the more advanced features.



**ASCENT**  
TRAINING WALES

READY WHEN YOU ARE

# Get funded

Talk to us about your REACT+ place today

[www.ascenttrainingwales.co.uk](http://www.ascenttrainingwales.co.uk)

01656 737349 · [hello@ascenttrainingwales.co.uk](mailto:hello@ascenttrainingwales.co.uk)