



www.ictwizard.com

Prices

Courses delivered on your premises

Excel, Word, PowerPoint, Outlook,
OneNote, Windows and others:
Up to 4 Delegates - £440 Per Day
Additional Delegates £55 each

Bespoke and Specialist Courses
including Project, VBA, Visio,
Access, Publisher and others:
Up to 4 Delegates - £580 Per Day
Additional Delegates £75 each

Contact us for a quotation.

Prices exclude VAT.

Prices include post-course support,
courseware and sample files.

No additional fees such as
instructor travel expenses - you
pay only the course price.

See pricing details on our website:
www.ictwizard.com

Contact us for offsite course prices.

ICT Wizard

The Computer Training Specialists

For further information or advice

contact us at: training@ictwizard.com



Training courses

Aberdeen
Edinburgh
Dundee
Glasgow
Edinburgh
London
Fife
Stirling

... and at many more locations

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Onsite Computer Training Courses



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About us

We are an information and communications technology company

with real-world experience in the provision of training, consultancy and support services.



Our experienced, practical approach will ensure you receive the training you need.

With years' of experience working with world-class companies to increase productivity and performance we will help you to identify your business and staff training needs and deliver effective solutions.

Your enquiry and course arrangements will be handled by a Certified Master Instructor committed to your training requirements.

Our acclaimed courses are delivered by trainers and consultants with relevant qualifications and real-life ICT and business experience.

We use the latest training techniques and the highest quality materials.

Working with world-class companies to increase productivity and performance we aim to provide the highest quality training and support at the best possible value.

For any further information or a quotation contact us at training@ictwizard.com

Onsite training

Our extensive range of onsite courses are expertly designed to improve efficiency, performance and productivity.

Services include:

- 1-day courses from beginner to expert level
- Courses tailored to meet clients' business needs and staff training requirements



- Full-day, half-day, evening and weekend sessions
- Delivered by a Certified Master Instructor
- Desk-side, training, support and consultancy

- Fast-track courses
 - Standardisation of company templates and procedures
 - New-start inductions
 - Competency appraisal and Training Needs Analysis (TNA)
 - Helpdesk, clinics and floorwalking
 - Bespoke courses
 - One-to-one training, consultancy and support to provide effective, focused learning.
 - Post-course support included in price
- ... and many other training services tailored to your requirements.

Courses

Courses from beginner to expert level delivered on your premises.

- Microsoft Excel
- Microsoft Project
- Microsoft Word
- Microsoft Visio
- Adobe Acrobat
- Microsoft Access
- Microsoft Outlook
- Introduction to Computing
- Web development
- Microsoft PowerPoint & Presentations
- Microsoft Publisher
- Business Contact Manager
- Office 2010, 2013, 2016 and 365
- OneNote
- InfoPath
- SharePoint Designer
- VBA
- Windows
- Bespoke courses
- Professional Development courses
- ... and others.



Courses delivered in a variety of formats. 1-day, half-day, evening and weekend sessions available. An expert instructor will liaise with you directly to identify the most effective training possible. Contact us at training@ictwizard.com

Onsite Training Services

Training on your premises

Our Courses

Bespoke and Fast-track courses

You provide a meeting room or office ...



Training on your premises can be delivered in:

- a suitable room where delegates can use their own laptops.
- or a fully-equipped training suite.
- or even 1-2-1 training in a person's own office.

[Contact us to discuss your requirements](#)

We provide top-quality training at excellent value



- Delivering courses on your premises is a highly effective and excellent value way to provide the training you require.
- Course prices are lower than offsite, no staff travel expenses and an expert instructor comes to you at no additional cost - you pay only the course fee.
- Delegates learn in a familiar environment
- Staff are still on site after the course, which is often important for operational reasons.

[Contact us](#)

We tailor courses to fit your needs ...

- Courses designed to



meet your training objectives.

- A single course can include topics from any topic or level.
- Client files can be used in training/consultancy sessions.
- Fast-track training can be delivered to transfer essential skills in the shortest time possible.
- A helpdesk,

floorwalking or an ICT clinic can be provided.

You choose dates, times and format...

- Arrange dates and times that suit you - no need



to fit in with scheduled public courses. Half-days, evenings and weekends are also available.

- Training, support and consultancy can be delivered to any number of staff.
- You can have an expert onsite to provide a range of different services in a single day.
- Delegates acquire their skills in a familiar environment.
- An expert instructor can liaise with you directly to ensure you get the best possible advice and assistance.

[Please get in touch for further information.](#)

ICT Wizard - the training and consultancy company

Working with world-class companies and organisations to increase productivity and performance



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