
Prices

Standard Courses delivered onsite

Up to 4 Delegates - £440 Per Day

Additional Delegates £55 each

Specialist Topics and

Advanced Courses delivered onsite

Up to 4 Delegates - from £580 Per Day

Additional Delegates £75 each

Bespoke Courses

Quotations provided

Prices exclusive of VAT.

ICT Wizard

25 Forfar Road
Dundee DD4 7BD

For further information or advice
contact us at: training@ictwizard.com



Training courses

Aberdeen

Dundee

Edinburgh

Glasgow

London

... and other

UK & EU locations

ICT Wizard

25 Forfar Road
Dundee DD4 7BD

w: www.ictwizard.com

e: training@ictwizard.com

ICT Wizard

ICT Training and Consultancy Services

Onsite Computer Training Courses



www.ictwizard.com

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 identify your business and staff training needs and deliver effective solutions.

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

Our acclaimed courses are delivered by trainers and consultants with relevant university degrees, certification 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.

Onsite training

We deliver training and consultancy services on clients' premises.

Courses are designed to provide the training you require. Services include:

- standard and advanced courses
- group training by a Certified Master Instructor. Fast-track training
 - one-to-one desk-side training/ consultancy to a number of staff in a single day
 - familiarisation, and the effective use, of new systems



- standardisation of company templates and procedures
- new-start inductions
- competency appraisal and training
- helpdesk, clinics and floorwalking
- Bespoke courses designed and tailored to meet your needs.
- Training Needs Analysis (TNA)
- One-to-one training delivered by experienced consultant trainers to provide effective, focused learning.

... and other training services tailored to your requirements.

Courses

Courses from beginner to expert level delivered on-site and off-site include:

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



We also deliver a range of Business and Professional Development courses.

Contact us at: mail@ictwizard.com