

## **Training course list**

Contact us at [training@ictwizard.com](mailto:training@ictwizard.com) for further information about the extensive range of training courses delivered onsite and offsite in Aberdeen, Glasgow, Edinburgh, Dundee, London and beyond.

Please contact us about any course not listed.

### **A**

Access 2003 Advanced Course \*

Access 2003 Foundation

Access 2003 Intermediate

Access 2007 Advanced \*

Access 2007 Foundation

Access 2007 Intermediate

Access 2010 Advanced \*

Access 2010 Foundation

Access 2010 Intermediate

Access VBA \*

Adobe Acrobat 7 Professional \*

Adobe Acrobat 7 Standard \*

Adobe Acrobat 8 Professional Advanced \*

Adobe Acrobat 8 Professional Foundation \*

Adobe Acrobat 8 Standard Advanced \*

Adobe Acrobat 8 Standard Foundation \*

Adobe Acrobat 9 Professional Advanced \*

Adobe Acrobat 9 Professional Basic \*

Adobe Acrobat 10 courses - contact us

Advanced Interpersonal Communication \*

### **B**

Business & Professional Development (course list)

Business Contact Manager 2007 and 2010 \*

Business Ethics \*

Business Etiquette \*

Business Problem Solving \*

**C**

Change Management Course \*  
Conducting Meetings \*  
Creativity and Innovation \*  
Customer Relationship \*  
Customer Service: Listening, Responding,  
Resolving \*

**D**

Diversity Course \*  
Dreamweaver 8 Advanced \*  
Dreamweaver 8 Basic \*  
Dreamweaver CS3 Advanced \*  
Dreamweaver CS3 Basic \*  
Dreamweaver MX Advanced \*  
Dreamweaver MX Basic \*

**E**

ECDL Courses  
Effective Presentations \*  
Excel 2003 Advanced \*  
Excel 2003 Foundation  
Excel 2003 Intermediate  
Excel 2007 Advanced \*  
Excel 2007 Foundation  
Excel 2007 Intermediate  
Excel 2007 Power User \*  
Excel 2010 Advanced \*  
Excel 2010 Foundation  
Excel 2010 Intermediate  
Excel 2010 Power User \*  
Excel VBA \*  
Excellence in Service: Advanced \*  
Excellence in Service: Basic \*  
Expression Web Basic \*  
Expression Web 2007 Advanced \*

## F

FrontPage 2003 Foundation

FrontPage 2003 Intermediate

## I

Internet

Interviewing Skills \*

Introduction to Computing

## M

Management \*

Managerial Leadership \*

MCAS

Mentoring \*

Microsoft Access 2003 Advanced \*

Microsoft Access 2003 Foundation

Microsoft Access 2003 Intermediate

Microsoft Access 2007 Advanced \*

Microsoft Access 2007 Foundation

Microsoft Access 2007 Intermediate

Microsoft Access 2010 Advanced \*

Microsoft Access 2010 Foundation

Microsoft Access 2010 Intermediate

Microsoft Excel 2003 Advanced \*

Microsoft Excel 2003 Foundation

Microsoft Excel 2003 Intermediate

Microsoft Excel 2007 Advanced \*

Microsoft Excel 2007 Foundation

Microsoft Excel 2007 Intermediate

Microsoft Excel 2007 Power User \*

Microsoft Excel 2010 Advanced \*

Microsoft Excel 2010 Foundation

Microsoft Excel 2010 Intermediate

Microsoft Excel 2010 Power User \*

Microsoft Expression Web 2007 Advanced \*

Microsoft Expression Web Basic

Microsoft FrontPage 2003 Foundation

Microsoft FrontPage 2003 Intermediate

Microsoft Office 2007 Integration

Microsoft Outlook 2003 Advanced

Microsoft Outlook 2003 Foundation

Microsoft Outlook 2007 Advanced \*

Microsoft Outlook 2007 Foundation

Microsoft Outlook 2007 Intermediate

Microsoft Outlook 2010 Advanced \*

Microsoft Outlook 2010 Foundation

Microsoft Outlook 2010 Intermediate

Microsoft Office 2010 New Features

Microsoft PowerPoint 2003 Advanced \*

Microsoft PowerPoint 2003 Foundation

Microsoft PowerPoint 2003 Intermediate

Microsoft PowerPoint 2007 Advanced \*

Microsoft PowerPoint 2007 Foundation

Microsoft PowerPoint 2010 Advanced \*

Microsoft PowerPoint 2010 Foundation

Microsoft Project 2000 Foundation / Intermediate \*

Microsoft Project 2003 Foundation / Intermediate \*

Microsoft Project 2007 Advanced \*

Microsoft Project 2007 Foundation / Intermediate \*

Microsoft Project 2010 Advanced \*

Microsoft Project 2010 Foundation / Intermediate \*

Microsoft Project XP / 2002 Foundation/ Intermed \*

Microsoft Publisher 2003 Foundation

Microsoft Publisher 2003 Intermediate

Microsoft Publisher 2007 Advanced \*

Microsoft Publisher 2007 Foundation

Microsoft Publisher 2010 Advanced \*

Microsoft Publisher 2010 Foundation

Microsoft Visio 2003 Advanced \*

Microsoft Visio 2003 Foundation \*

Microsoft Visio 2007 Professional Advanced \*

Microsoft Visio 2007 Professional Foundation \*

Microsoft Visio 2010 Professional Advanced \*

Microsoft Visio 2010 Professional Foundation \*

Microsoft Windows Vista Advanced \*

Microsoft Windows Vista Basic

Microsoft Windows XP Foundation

Microsoft Windows XP Intermediate

Microsoft Word 2003 Advanced \*

Microsoft Word 2003 Foundation

Microsoft Word 2003 Intermediate

Microsoft Word 2007 Advanced \*

Microsoft Word 2007 Foundation

Microsoft Word 2007 Intermediate

Microsoft Word 2010 Advanced \*

Microsoft Word 2010 Foundation

Microsoft Word 2010 Intermediate

MOS

Motivation \*

## **O**

Office 2007 New Features

Office 2007 Integration

OneNote 2007

OneNote 2010

Outlook 2003 Advanced \*

Outlook 2003 Foundation

Outlook 2007 Advanced \*

Outlook 2007 Foundation

Outlook 2007 Intermediate

Outlook 2010 Advanced \*

Outlook 2010 Foundation

Outlook 2010 Intermediate

**P**

PowerPoint 2003 Foundation  
PowerPoint 2003 Intermediate  
PowerPoint 2007 Advanced \*  
PowerPoint 2007 Foundation Course  
PowerPoint 2010 Advanced \*  
PowerPoint 2010 Foundation Course  
Presentations - Preparing, Developing, Delivering \*  
Project 2000 Foundation / Intermediate  
Project 2003 Foundation / Intermediate  
Project 2007 Advanced \*  
Project 2007 Foundation / Intermediate  
Project 2010 Advanced \*  
Project 2010 Foundation / Intermediate  
Project XP / 2002 Foundation/ Intermed  
Publisher 2003 Foundation  
Publisher 2003 Intermediate  
Publisher 2007 Advanced \*  
Publisher 2007 Foundation  
Publisher 2010 Advanced \*  
Publisher 2010 Foundation

**S**

SharePoint Designer 2007 and 2010 Advanced \*  
SharePoint Designer 2007 and 2010 Basic \*  
SharePoint Server 2007 \*  
Strategic Decision Making \*

**V**

VBA for Access \*  
VBA for Excel \*  
VBA for Word \*  
Virtual Teams \*  
Visio 2003 Advanced \*  
Visio 2003 Foundation \*  
Visio 2007 Professional Advanced \*

Visio 2007 Professional Foundation \*

Visio 2010 Professional Advanced \*

Visio 2010 Professional Foundation \*

## **W**

Windows 7 Advanced \*

Windows 7 Basic

Windows Vista Advanced \*

Windows Vista Basic

Windows XP Foundation

Windows XP Intermediate

Word 2003 Advanced \*

Word 2003 Foundation

Word 2003 Intermediate

Word 2007 Advanced \*

Word 2007 Foundation

Word 2007 Intermediate

Word 2010 Advanced \*

Word 2010 Foundation

Word 2010 Intermediate

Word VBA \*

Contact us for any course not on the list

## **Prices :**

### **Standard Courses**

Up to 4 Delegates - £395 Per Day

Additional Delegates £50 each

### **Courses marked \* are:**

Up to 4 Delegates - £550 Per Day

Additional Delegates £65 each

## **ICT Wizard onsite support service**

In addition to our courses we also provide an onsite ICT Training Wizard support, consultancy and training service that allows you to use your day to provide the variety of assistance, training and advice required. This could mean, for example, working with a member of staff for a few hours on company templates, an hour or two with another staff member providing project management support and another period of time training staff in a group setting. Each day can be tailored to your needs - get in touch with us to arrange this effective and flexible service. [See our support page.](#)