

19th September (09.30-12.30) – Advanced Excel Pivot Tables
(13.30-16.30) – Excel Basic

22nd September (09.30-12.30) – Outlook
(13.30-16.30) - Office 365, SharePoint and OneDrive

3rd October (13.30-16.30) – Office 365, SharePoint and OneDrive

13th October (09.30-12.30) – Work Smarter with your Computer

17th October (09.30-12.30) – Word Basic
(13.30-16.30) – Excel Intermediate

27th October (09.30-12.30) – Excel Basic
(13.30-16.30) – Advanced Turbo Excel

7th November (09.30-12.30) – Work Smarter with Your Computer
(13.30-16.30) – Excel Intermediate

10th November (09.30-12.30) – PowerPoint
(13.30-16.30) – Office 365, SharePoint and OneDrive

21st November (09.30-12.30) – Excel Basic
(13.30-16.30) – Advanced Turbo Excel

24th November (09.30-12.30) – Outlook
(13.30-16.30) – Advanced Excel Pivot Tables

5th December (09.30-12.30) – Office 365, SharePoint and OneDrive
(13.30-16.30) – Excel Intermediate

8th December (09.30-12.30) – Work Smarter with your Computer

(13.30-16.30) – Office 365, SharePoint and OneDrive

So, what workshops are on offer and what content will be covered? All of our scheduled workshops can be seen at www.bcslearningzone.co.uk. Each workshop has an example description of what will be covered, but essentially, these workshops are all about the delegates and what they want to learn. It really is all about you!

Fancy attending one of our workshops? Please call 01843 572600 or email bcsllearningzone@365itsupport.co.uk – we would love to see you here!