

So, what's new in Microsoft Office 2010?

Here is a short list of some of the more useful new features that can be found in MS Office 2010.

- Embed web videos in your presentations, broadcast slide-shows, distribute your slides as videos and video editing
- Upgraded Outlook interface with improved layout & search
- Collaborative features so multiple users can edit files at once
- Visual snapshots of data trends within spreadsheets
- Built in PDF Writer and Screen Capture
- Document printing is made simple

Solutions scheduled Microsoft Office Word, Excel, PowerPoint, Access, Project and Visio 2010 training courses will commence at the end of September. For further information, please contact:

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Scheduled Courses September - November in Aberdeen

September 2010

| | |
|------------|--------------------------------------|
| W/C 06 Sep | Excel, PowerPoint, Access, & Project |
| W/C 13 Sep | Excel, Word, PowerPoint & Access |
| W/C 20 Sep | Access, Excel, PowerPoint & Word |
| W/C 27 Sep | Visio, Training Wizard & Excel |

October 2010

| | |
|------------|---------------------------------------|
| W/C 04 Oct | Word, Excel, PowerPoint & Project |
| W/C 11 Oct | Excel, Visio, MS Office 2007 & Access |
| W/C 18 Oct | Project, Access, PowerPoint & Excel |
| W/C 25 Oct | Access & Excel |

November 2010

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|------------|--|
| W/C 01 Nov | Project, Word, Training Wizard & Excel |
| W/C 08 Nov | MS Office 2007, PowerPoint, Word & Excel |
| W/C 15 Nov | Excel, Word, Project, Excel & Visio |
| W/C 22 Nov | Excel, Word & PowerPoint |
| W/C 29 Nov | Call us |

Late Availability Courses

| | |
|-------------------------|----------|
| Excel 2007 Advanced | 13/09/10 |
| Word 2007 Foundation | 14/09/10 |
| PowerPoint 2003 Found | 15/09/10 |
| Excel 2003 Intermediate | 17/09/10 |
| Access 2003 Foundation | 20/09/10 |
| Excel 2003 Advanced | 30/09/10 |

These courses are scheduled at our Aberdeen Training Centre. Places booked on a first come, first serve basis.

To see our full training course calendars for September, October & November 2010

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Standard Open Course
£175 per person

Premium Open Course
£200 per person

Closed Courses
£600 - £750 per day (up to 4 delegates)

Courses at Your Premises

Onsite Courses
£450 - £500 per day (up to 4 delegates)

Additional Delegates
£50 - £75 per person
Manuals £5 each

Room Hire at Solutions

Training Room Hire

Prices on application

Contact us today for further information and a no obligation quote

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If you do not wish to receive further notification of available courses

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For our full training calendars detailing all courses in September - November

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