



TRAINING SERVICES

At Incorporate Solutions Limited we are committed to offering our customers all the IT training they need to ensure they gain the most out of their systems, and maximise business efficiency.

Incorporate Solutions training products bring together a wealth of experience and resource to ensure a comprehensive schedule of training, hosted either at your place of work or in a relaxed informal surrounding.

We provide full training from beginner to advanced in the following applications. .

Microsoft Windows

*Navigating and Working with All Functions of Windows
Burning CD/DVD's
Maintenance & House Keeping
Working with the Internet
Security & Virus Applications
Customising Windows
Working with Scanners & Digital Camera's*

Microsoft Word

From simple letter layouts to advanced corporate reports, and Marketing Campaigns.

Microsoft Excel

*Introductory to Masterclass courses
Specialist courses for specific excel tools i.e. pivot tables, database building and consolidation etc. .*

Microsoft Access

*Understanding databases and how they can be interrogated
Building queries and reports*



Microsoft Powerpoint

*From static to dynamic presentations
Inter action with other Microsoft Office products*

General Bookkeeping

*Double entry basics to trial balance
Extended trial balance to final accounts*

Graphic Design Applications

*Adobe Illustrator
Adobe In-Design
Adobe Photoshop
Adobe Acrobat
Quark Xpress
Corel Draw Suite*

From Logo Creation to a Corporate Brochure we will teach you how it is done from working with Pictures, Fonts, Page Layout and Pre Press Preparation.

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