Innovatis b.v.

- **innovation**
- **implementation**
- **information**

Training for Microsoft[1] Products . . . . .

. . . . Word, Excel, PowerPoint, Outlook, Windows and more

At *Innovatis*, we deliver a full range of **coaching / training courses** for **Microsoft** products to suit all levels of ability, so you can be sure that your training is matched precisely to your needs.

The following brochure shows full details on:

- Windows training

Microsoft has established the Microsoft Office suite as the most widely-used set of applications for document creation, communication and business information analysis. As a result, skills in Word, Excel, PowerPoint, Outlook and Office itself have become key requirements for staff in today's business environment. Even for more specialised jobs, Microsoft has solutions like **Publisher**, **Project**, **FrontPage** and **Visio** that integrate seamlessly with their basic applications.

For details of training in other Microsoft products, please contact us and we will be pleased to send a full schedule of course contents.

We are also happy to combine elements of our various programmes to fully meet your needs.

We specialise in private training tailored to suit your specific needs, and are happy to arrange group training courses for all popular Microsoft Office applications to suit different levels of ability.

Tailored course design comes to you at no extra cost, and training can be at your premises or at our training facilities in Amstelveen.

Your training in Microsoft products can be assisted by our **skills appraisals**, which are provided on all Microsoft Office applications and, if you need individual attention, you can benefit from a mentoring service where we can guide you through your progress before, during and after attendance on any training course. Full support is provided to you when you put the courses into practice.

For full details of our Microsoft Windows training course, please see the following brochure.

For more information on all Microsoft products, visit the *Microsoft website*

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[1] Please note that throughout this document, the terms "Microsoft, Windows, Word, Excel, Office, PowerPoint, Publisher, FrontPage and Visio" are acknowledged to be copyright and property of The Microsoft Corporation, Inc

Microsoft Windows training
Using the world standard operating system

Go to the course name for full details :

- [Microsoft Windows Introduction](#)
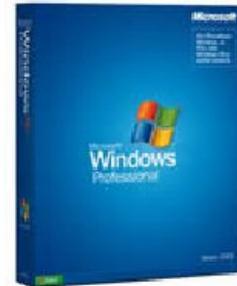
With almost universal adoption by both home and business users, **Microsoft Windows** can be considered to be the world standard operating system.

Yet it is more than a means of enabling the computer to work : with a proper understanding of its features, users can improve productivity and job satisfaction, with obvious benefits for both themselves and their employers.

Innovatis provides Microsoft Windows training for users of Windows.   This training course enables delegates to understand the basic principles of the system, and to obtain a solid appreciation of the user features available.