Introduction:

Thank you for your time on the telephone on Friday updating us on your requirements for the Microsoft Office 2016 training. We are an IT Training Company specialising in Microsoft Office end user training via Face-to-Face Classrooms, Virtual Online Classrooms and an online just-in-time Lesson and Course Library delivering e-learning modules in bite size chunks. Our blended approach to Microsoft Office training ensures we deliver the requirements to suit different learning styles.

Your Requirement:

- To train 15-16 staff on the topics shown below for MS Office 2016: Laptop Management, Outlook Management and Office 365 applications.
- 2 days Face-to-Face Workshops and Floor Walking.
- Onsite at offices in Canary Wharf, E14.
- Training room capacity of 15 people per training session using their own laptops.
- Training to take place in July 2017 (Tuesday 25th and Friday 28th OR Thursday 3rd and Friday 4th August). Trainer: Roger Mayhew

Our Response:

Further to our conversation on Friday, 7th July, we have re-worked the bid according to your requirements. Full schedule overleaf. Please note, normally training classes are no more than 8 delegates as it can be a challenge for the trainer to manage, depending on an individual's skill level and training requirements. We have agreed, as part of this bid, to increase the delegates on these courses as per your requirements.

It would be ideal if a training account could be given to the trainer prior to the delivery. Part of the prep time will be for the trainer to understand your set up prior to the training day so they can prepare their training content.

Full evaluation reports will be provided as part of this project as well as one month's free access to our Microsoft Office 2016 Library providing e-learning lessons to support the delegate after the face-to-face training.

Total project cost: £1,350 + VAT and travel expenses

1. Face to Face Workshops and Floor walking:

DAY ONE: Tuesday 25th July or Thursday 3rd August 2017	DAY TWO: Friday 28th July or Friday 4th August 2017	COSTS:
Topic: Laptop Management **Time: 0930 – 1200** **Delegates: 15** • Managing password changes, • Launching remote working application • Internet settings /saving "favourites" • Screen Resolution changes • Sound/video	**Topic: Outlook and Office 365 apps** **Time: 0930 – 1300** **Delegates: 15** • Calendar management - booking meetings; sharing calendars; organising reoccurring meetings. • Personalised email – signatures / photos • Recalling emails • Prioritisation of emails • Voting buttons • Out of office assistant • Moving emails to folders/creation of folders • Skype • Yammer • Instant messaging • Web chat • Toolbar features • Organising email views • Inbox folders + archiving + trash	<u>Prep half day</u> £250 + VAT <u>Training Delivery:</u> £550 + VAT per day plus travel expenses per day (x 2)
Floor walking 1300 – 1630	Floor walking 1400 - 1630	

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2. My Bite Size Online Learning Library – ongoing support after the training days

One month access to My Bite Size Online Learning Library for MS Office 2016 Library (Excel Word, PowerPoint, Word), Windows 10, IE11, Office 365	24/7 access from work or at home to provide ongoing support for all skill levels from beginner to Expert levels	**FREE** for delegates who attend the training
See overleaf.		
Proposal Accepted by the Housing Ombudsman. 11/07/17	Rosalind D'Cruz Signed:	Snr Commercial Manager

Bite Size Microsoft Office 2016 E-Learning Library

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Hello Sue, what would you like to do today?

My recent lessons

- MS Outlook 2013 - Introduction → The Ribbon explained
- MS Excel 2013 - Expert → Making Simple Changes to a Macro
- MS Excel 2013 - Expert → Creating a Table from Multiple Ranges
- MS Excel 2013 - Expert → Creating a Dynamic Range Name
- MS Office for iPad - Introduction → Locking and Unlocking
- MS Outlook 2016 - Introduction → Getting Started with Outlook
- MS Outlook 2013 - Introduction → Creating and Formatting a Message
- MS PowerPoint 2013 - Advanced → Inserting Slide Master
- MS Word 2013 - Expert → The Schema Library
- MS Office for iPad - Introduction → Hidden Features
- MS Outlook 2013 - Introduction → Getting Started with Outlook
- MS Word 2013 - Introduction → Understanding Different Views
- MS Word 2013 - Introduction → Mini Toolbar
- MS Word 2013 - Intermediate → Special Characters and Symbols
- MS Word 2013 - Introduction → Saving Documents

My chosen courses

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search my courses 🔍

Introduction | Intermediate | Advanced
Master | Expert

Available courses

To get started, **drag** a course from below or select **+** to move chosen courses to section on the left.

MS Outlook 2013
INTERMEDIATE
⏱ 90m ⓘ ⊕

MS Excel 2013
INTERMEDIATE
⏱ 90m ⓘ ⊕

MS PowerPoint 2013
INTRODUCTION
⏱ 90m ⓘ ⊕

MS PowerPoint 2013
INTERMEDIATE
⏱ 90m ⓘ ⊕

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Bite Size Microsoft Office 2016 E-Learning Library

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My chosen courses

MS Office for iPad INTRODUCTION 90m	MS Office 365 INTRODUCTION 90m
MS Windows 10 INTRODUCTION 90m	MS Windows 10 INTERMEDIATE 90m
MS Excel 2016 INTRODUCTION 90m	MS Excel 2016 INTERMEDIATE
MS Excel 2016 ADVANCED 90m	MS Excel 2016 MASTER 90m
MS Excel 2016 EXPERT	MS Outlook 2016 INTRODUCTION 90m

MS Outlook 2016 INTERMEDIATE 90m	MS PowerPoint 2016 INTRODUCTION 90m
MS PowerPoint 2016 INTERMEDIATE 90m	MS PowerPoint 2016 ADVANCED 90m
MS Word 2016 INTRODUCTION 90m	MS Word 2016 INTERMEDIATE 90m
MS Word 2016 ADVANCED 90m	MS Word 2016 MASTER 90m
MS Word 2016 EXPERT 90m	

The Bite Size E-learning Library consists of:

MS Office 2016 – Core
MS Excel - 5 skill levels
MS Word - 5 skill levels
MS Outlook - 2 skill levels
MS PowerPoint - 3 skill levels

Testing
MS Office 2016 Tests - 8 tests

Operating Systems:
Windows 10

Web Browser
Internet Explorer 11

Online:
Office 365