



### 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:

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 Further to our conversation on Friday, 7th July, we have re-worked the bid according to your requirements. Full schedule overleaf. Please note, training requirements. We have agreed, as part of this bid, to increase the delegates on these courses as per your requirements

up prior to the training day so they can prepare their training content. 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

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



	Floor walking 1400 - 1630	Floor walking 1300 – 1630
	<ul> <li>Skype</li> <li>Yammer</li> <li>Instant messaging</li> <li>Web chat</li> <li>Toolbar features</li> <li>Organising email views</li> <li>Inbox folders + archiving + trash</li> </ul>	
	<ul> <li>Calendar management - booking meetings; sharing calendars; organising reoccurring meetings.</li> <li>Personalised email - signatures / photos</li> <li>Recalling emails</li> <li>Prioritisation of emails</li> <li>Voting buttons</li> <li>Out of office assistant</li> <li>Moving emails to folders/creation of folders</li> </ul>	<ul> <li>Managing password changes,</li> <li>Launching remote working application</li> <li>Internet settings /saving "favourites"</li> <li>Screen Resolution changes</li> <li>Sound/video</li> </ul>
Prep half day £250 + VAT  Training Delivery: £550 + VAT per day plus travel expenses per day (x 2)	Topic: Outlook and Office 365 apps Time: 0930 – 1300 Delegates: 15	Topic: Laptop Management Time: 0930 – 1200 Delegates: 15
COSTS:	DAY TWO: Friday 28 <sup>th</sup> July or Friday 4 <sup>th</sup> August 2017	DAY ONE: Tuesday 25 <sup>th</sup> July or Thursday 3 <sup>rd</sup> August 2017
	1. Face to Face Workshops and Floor walking:	1. Face to Face

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Snr Commercial Manager	Signed: Signed	Proposal Accepted by the Housing Ombudsman. 11/07/17
		See overleaf.
	ongoing support for all skill levels from beginner to Expert levels	for MS Office 2016 Library (Excel Word, PowerPoint, Word), Windows 10, IE11, Office 365
FREE for delegates who attend the training	24/7 access from work or at home to provide	One month access to My Bite Size Online Learning Library
ter the training days	2. My Bite Size Online Learning Library – ongoing support after the training days	2. My Bite Size Online Lear









Search Lessons

Personal Lessons

My History

LEARNING TIPS























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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



3 - Introduction	Creating and Formatting a Message	100
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MS PowerPoint 2013

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INTRODUCTION

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Available courses

Introduction

Intermediate

Advanced

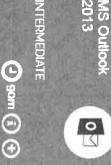
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Master Expert

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courses to section on the left

To get started, drag a course from below or select + to move chosen

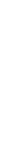












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My chosen courses

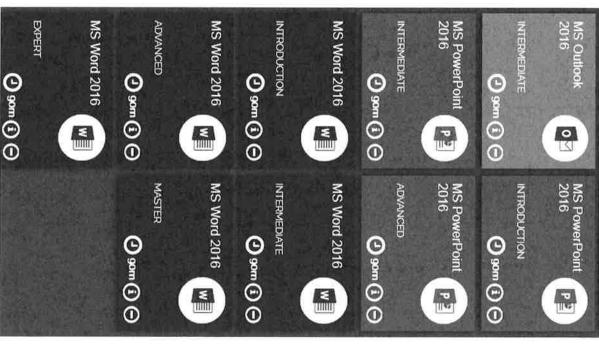
MS Word 2013 - Introduction

Saving Documents

MS Word 2013 - Interm MS Excel 2016 - Introd MS Word 2013 - Introd MS Outlook 201 MS Office for iPa



My chosen courses MS Office for iPad MS Windows 10 INTRODUCTION INTRODUCTION × × × MS Windows 10 INTERMEDIATE MS Outlool (1) gam (1) (1) 0 ×



consists of: The Bite Size E-learning Library

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

Testing
MS Office 2016 Tests - 8 tests

# Operating Systems: Windows 10

Web Browser

Internet Explorer 11

Online: Office 365

