

# IT Tutor-led **CLASSROOM** OR **VIRTUAL** (delivered remotely) Timetable 2020/2021 at Pitman Training Aberdeen

Classroom or Virtual based training delivered with one of our tutors, running throughout 2020/2021 at our training centre in Aberdeen or Virtual.

All of these courses can also be delivered as closed group events and arranged for mutually convenient dates either at client's premises, our Aberdeen training centre or virtually.

Course Title	Nov 20	Dec 20	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Microsoft Excel Introduction (1 day)	24		28	24	24	28	19	23	21	25	22	27	24	
Microsoft Excel Intermediate (1 day)	12	8		4	11	8	12	16	6	11	15	14	18	14
Microsoft Excel Advanced (1 day)	12	8		11	11	8	12	16	6		15	14	18	14
Microsoft PowerPoint (1 day)	12			11	24		12	23		11	22		18	
Microsoft Project Introduction (1 day)	24		28	24	24	28	19	23	21	25	22	27	24	
Microsoft Project Advanced (1 day)	12	8		11	11	8	12	16	6	11	15	14	18	14
Microsoft Word Intermediate (1 day)		8	28		11	28		16	21		15	27		14
Microsoft Word Advanced (1 day)	24			24		8	19		6	25		14	24	

## Pitman Training Aberdeen

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# IT Tutor-led Timetable 2022 at Pitman Training Aberdeen

**Classroom training:** delivered face to face with a tutor in our Aberdeen training centre, running throughout 2022.

**Virtual Classroom training:** delivered live online with a tutor, held over two consecutive afternoon sessions which run throughout the year.

All of our IT training courses can also be delivered as closed group events and arranged for mutually convenient dates, either virtually using Microsoft Teams/Zoom, face to face at the client's premises or at our Aberdeen training centre.

Course Title	Jan Classroom	Jan Virtual	Feb Classroom	Feb Virtual	Mar Classroom	Mar Virtual	Apr Classroom	Apr Virtual	May Classroom	May Virtual	Jun Classroom	Jun Virtual
Microsoft Excel Introduction	20			14/15	30			20/21	19		21	
Microsoft Excel Intermediate			03			09/10	29		31			08/09
Microsoft Excel Advanced	26				15						08	
Microsoft PowerPoint Introduction	20				09			05/06				
Microsoft PowerPoint Advanced			15				07			24/25		
Microsoft Project Introduction	21		25		18		22		13		26	
Microsoft Project Advanced			11		04		01		06		10	
Microsoft Word Intermediate	26			22/23			19			09/10	29	
Microsoft Word Advanced			24			21/22			05			20/21

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All of our IT training courses can also be delivered as closed group events and arranged for mutually convenient dates either virtually using Microsoft Teams/Zoom, in person at client's premises or at our Aberdeen training centre.

Course Title	Jul Classroom	Jul Virtual	Aug Classroom	Aug Virtual	Sep Classroom	Sep Virtual	Oct Classroom	Oct Virtual	Nov Classroom	Nov Virtual	Dec Classroom	Dec Virtual
Microsoft Excel Introduction		05/06	25			19/20	27					14/15
Microsoft Excel Intermediate	05			08/09	30				30	07/08		
Microsoft Excel Advanced			17				11				14	
Microsoft PowerPoint Introduction			02			07/08			01			
Microsoft PowerPoint Advanced	21				14			19/20			06	
Microsoft Project Introduction	29		19		16		28		25			
Microsoft Project Advanced	08		12		02		14		11		02	
Microsoft Word Intermediate		20/21			01			04/05	17			
Microsoft Word Advanced	27			23/24			19			22/23		