# Microsoft End User Training

**Quanta** — learning that matters

## Effective Learning for your user-base, company-wide

### Tools Based Courses

- Microsoft Excel Fundamentals
- Microsoft Excel Advanced
- Microsoft Word
- Microsoft Outlook

### Administration

- Microsoft Office 365 for Administrators
- GDPR Technical Tools

### Learn — Build Your Own User-Focused Learning Program

**Nutshell Modules**

- One Drive for Users
- Microsoft Word Online
- Microsoft Word
- Skype for Business for Users
- Microsoft Excel Online
- Microsoft Excel
- Teams for Users
- Microsoft Outlook

### Delivery Options

- Workshops
- Classroom Taught
- Web/Remote Attend

### Embed

- Drop-in Surgeries
- Follow-up Sessions
- Nutshell Modules

### Excel

- User Skills Audit
- Customised Program of Work

### Blended Programs

1. Classroom Training Delivered to Learning Champions
2. Videos Compiled from Classroom Training
3. Remote Learners use Video to Learn Supported by Learning Champions