



IT Training Courses **2019**



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gcomsolutions.co.uk

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In-House Training Tailored to Your Needs

G Com Solutions specialise in delivering customised on-site training all over the UK. Since our training events are hosted by you, we let you call the shots.

You decide on the number of delegates

G Com Solutions can help you to stretch your training budget, since our pricing is based on a flat rate charge, rather than a fee for each person attending the course. Our clients can often get their entire team trained in-house at a fraction of the cost of sending people on a course at a training centre.

You specify the course content

Our courses are carefully designed to serve the needs of users at various skill levels and, in many cases, our preset course outline is a good match for our clients' requirements. However, you may find that, because of the nature of their workflows, your people do not fit the standard profile of a beginner or intermediate user. This is why we allow our clients to have the final say as to the content we cover on our courses.

You are in the driving seat

We believe that learning IT skills should be proactive and practical, rather than passive and abstract. We therefore always ensure that delegates attending our courses are given lots of opportunities to practice the skills they are being taught, make mistakes, ask questions and get used to being "behind the wheel".

You make the training relevant

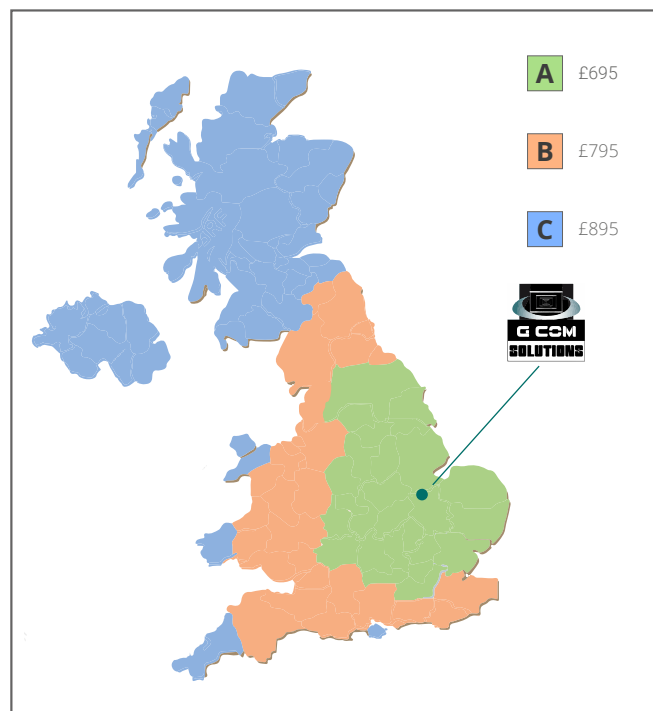
When you book training with G Com Solutions, we are always happy to incorporate your data and materials into the practical exercises given to trainees on the course. For example, if your staff are learning Adobe InDesign, we can focus the training on the brochures and other documents which they will be expected to produce.

UK-wide flat-rate pricing

G Com Solutions are based in Peterborough. We charge a flat rate for on-site training based on the proximity of your offices to our location. This gives rise to three UK pricing zones which we label A, B and C.

The map on the right shows the daily rate which applies in each of the three zones.

This simplified pricing structure means that you know all our charges up front and that we do not need to pass on any of the costs incurred in delivering training throughout the UK.





Microsoft



Microsoft Courses



Microsoft Access

Microsoft is an extremely popular database application which is by businesses and organisations of every kind. We offer three Microsoft Access training courses, suitable for beginners, experienced users and developers. Access is much more than a way to create desktop databases. It's an easy-to-use tool for creating applications that help you run your business

Access Introduction

(1 day)

Overview

Our Microsoft Access Introduction training course shows delegates how to create and manipulate Access key objects: tables, queries, forms and reports. Delegates will also be introduced to essential database concepts.

Audience

This course is aimed at those who are completely new to Microsoft Access. A basic familiarity with data analysis and database concepts is useful but not essential.

Key Topics Covered

- Access Basics
- Working With Tables
- Working With Data
- Working With Queries
- Creating Forms
- Creating Reports

Access Intermediate

(1 day)

Overview

Our intermediate Microsoft Access course shows delegates the mechanics of relational databases, the finer points of designing queries and creation of more advanced form layouts.

Audience

This course is designed for users who are already familiar with the basics of Microsoft Access.

Key Topics Covered

- Database Relationships
- Working With Tables
- Working With Queries
- Working With Forms
- Working With Reports

Access Advanced

(1 day)

Overview

Our Microsoft Access Advanced course shows delegates how to automate database operations by creating macros. The course also introduces the use of SQL statements to query related database tables, as well as advanced form and security features.

Audience

Aimed at experienced Microsoft Access users looking for guidance on the more challenging aspects of the program.

Key Topics Covered

- Working with Macros
- Action Queries
- Importing and Exporting Data
- Creating a Menu System
- Working with Forms and Reports
- Database Tools and Maintenance



Microsoft Excel Essentials

Our range of Power BI training is suitable for beginners and advanced users alike. We deliver tutor-led Power BI courses at our training centre in Peterborough. We can also organise Power BI training courses on-site, anywhere in the UK. Our Microsoft business intelligence courses could help to transform your career and your organization's data.

Excel Introduction

(1 day)

Overview

This course is designed for beginners and covers all of the essential features of the program, including all of the key principles involved when working with formulas and functions.

Audience

Designed for users who are fairly new to Excel, have used the program very little or have only used workbooks prepared by other people.

Key Topics Covered

- Excel Basics
- Working With Data
- Editing A Worksheet
- Formatting A Worksheet
- Page Setup And Printing
- Formulas And Functions
- Modifying Workbooks

Excel Intermediate

(1 day)

Overview

This course is suitable for those with prior experience and delves deeper into the different categories of Excel functions. The course also introduces powerful techniques for manipulating tabular data, principles which are very useful in data analysis.

Audience

This course assumes a basic familiarity with Excel, whether obtained through usage or basic training.

Key Topics Covered

- Working With Tables
- Working With Charts
- Working With Graphics
- Workgroup Collaboration
- Financial & Logical Functions
- Date And Time Functions
- Managing Workbooks

Excel Advanced

(1 day)

Overview

Our Excel Advanced course covers complex formulas using nested functions; techniques for summarizing data and performing what-if data analysis; and the essentials of working with macros.

Audience

Aimed at experienced Excel users looking for guidance on the more challenging aspects of the program.

Key Topics Covered

- Lookup and Reference Functions
- Advanced Number-Crunching Functions
- Array Formulas
- Auditing Worksheet Functions
- Working With Macros
- Summarizing Data
- What-If Data Analysis

“Informative, well delivered, confidence building. Good examples and explanations. Instructor very patient and helpful..”

Kathy Murphy Glass
Office Manager, Our Lady and St Joseph Primary School



Excel BI Power User

Our Excel power user courses show delegates who have an intermediate to advanced knowledge of Excel how they can become power users simply by mastering a series of powerful new features which have been available in Excel for a few years now, but of which many users are still blissfully unaware. Now all your staff can join the growing band of Excel users who are in the know.



Excel Power User Level 1 (1 day)

Overview

This course aims to show delegates how to make the transition from over-reliance on Excel's VLOOKUP function to working with tabular information from multiple sources using Excel's supercharged Power Query and Power Pivot tools. Delegates will be introduced to the Excel data model and will learn how to create pivot tables and dashboards which visualize data from multiple related sources.

Audience

Aimed at intermediate and advanced users of Excel who are only familiar with Excel's "traditional" features.

Key Topics Covered

- Introduction
- Tabular data
- The Excel Data Model
- Tables Queries and Connections
- Getting Started With Power Query
- Query Basics
- Modelling Data
- Creating Pivot Table Reports
- Creating Dashboards

Excel Power User Level 2 (1 day)

Overview

This intermediate course shows users how to connect to a wide variety of data sources and create data models which include DAX calculated columns and measures. Delegates will also be shown how to create rules for transforming data as it is added to the data model and how to create Power View reports.

Audience

Designed for users who are already familiar with Excel's Power Query and Power Pivot tools.

Key Topics Covered

- Connecting to Data from outside Excel
- Transforming Columns of Data
- Transforming Rows
- Performing other Data Transformations
- Creating Calculated Columns
- Creating Measures
- Understanding the DAX Language
- Understanding the CALCULATE function
- Creating Power View Reports

Excel Power User Level 3 (1 day)

Overview

This advanced course provides insights into the advanced aspects of these powerful technologies. Delegates will be shown how to write their own functions in the M language which underlies Power Query; and to create complex DAX formulas using advanced time intelligence functions.

Audience

Designed for experienced users of Excel's Power Pivot and Power Query tools.

Key Topics Covered

- Advanced Data Transformation
- The Power Query Formula Language
- Understanding Automatically Generated M Code
- Creating custom functions in M
- Iteration Techniques
- Advanced DAX
- Hierarchies
- KPIs
- Creating 3D Map Reports

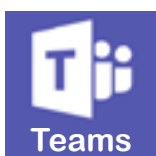
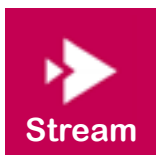
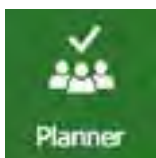
“Very well structured and informative. Enjoyed it very much.”

Polina Natcheva
Finance Director, Sensus UK



Microsoft Office 365

Office 365 is Microsoft's cloud-based suite of office productivity software which includes cloud versions of most Microsoft Office programs, as well as several other useful cloud-based services. Our courses provides a comprehensive coverage of Office 365 main features from the perspectives of both an end user and an administrator.



Office 365 for End Users

(2 days)

Overview

Our Office 365 training end user training course provides hands-on, practical guidance on how to use the various components of the Office 365 suite.

Audience

Suitable for end users new to Office 365 who have experience of using Microsoft Office desktop applications.

Key Topics Covered

- Getting Started with Office 365
- Using OneDrive for Business
- Sharing and Collaborating
- Using Excel Online
- Using the Word Online
- Using the PowerPoint Online
- Using OneNote Online
- Outlook Online & Skype for Business
- Using Sway
- Using Forms for surveys and quizzes
- Collaborating with Yammer & Teams
- Delve and the Office Graph

Office 365 for Administrators

(2 days)

Overview

This course will provide delegates with the skills required to configure Microsoft Office 365 to suit the requirements of their organization.

Audience

Designed for experienced users of Microsoft Office desktop applications who will be responsible for the administration of an Office 365 tenant.

Key Topics Covered

- Office 365 Admin Centre Orientation
- Getting Started as an Administrator
- Office 365 General Settings
- Creating and managing Users
- Creating and managing groups
- Administering OneDrive
- Office 365 Email Services
- Skype for Business admin centre
- SharePoint Online admin centre
- Security Features
- Working in Azure AD



Microsoft Outlook

Microsoft Outlook allows users to manage mail, calendar, contacts, tasks, and notes. Our training courses show basic and experienced users how to get the most out of Outlook: customizing their inbox; organising contacts; managing calendars; and working with tasks and notes.



Outlook Introduction

(1 day)

Overview

Our Outlook Introduction course shows users how to quickly create, send, and read email messages; and how to manage contacts, calendars, tasks and notes.

Audience

This beginners course is suitable for end users with little or no experience of Microsoft Outlook.

Key Topics Covered

- Outlook Basics
- Composing and Sending E-Mail
- Composing & Sending Email
- Receiving E-Mail
- E-Mail Management
- Working with Contacts
- Working with The Calendar
- Using Tasks
- Working with Notes

Outlook Advanced

(1 day)

Overview

This course shows experienced users of Outlook how to set up rules for the automatic processing of messages, managing junk e-mail; leverage security features and design forms and templates.

Audience

This course requires familiarity with the fundamental features of Microsoft Outlook.

Key Topics Covered

- Processing Messages Automatically
- Managing Junk E-Mail
- Automatically Responding To Messages
- Securing Your System, Messages, And Identity
- Designing And Using Forms
- Using Templates



Microsoft Power BI Essentials

Our range of Power BI training is suitable for beginners and advanced users alike. We deliver tutor-led Power BI courses at our training centre in Peterborough. We can also organise Power BI training courses on-site, anywhere in the UK. Our Microsoft business intelligence courses could help to transform your career and your organization's data.

Power BI Introduction

(2 days)

Overview

Our introduction to Power BI will familiarize users with the key features and operations of the Power BI suite. By the end of this course, delegates will be confident in using the three main components of Power BI: Power BI Desktop, the Power BI Service, and Power BI Mobile Apps.

Audience

This course is aimed at those who are still new to Power BI. A basic familiarity with data analysis and database concepts is useful but not essential.

Key Topics Covered

- Getting started
- Connecting to software services
- Getting data into Power BI
- Cleaning up and transforming data
- Data modelling
- Using DAX
- Creating reports
- Creating visualizations
- Publishing content
- Creating Power BI Mobile Content
- Consuming and customizing content
- Refreshing content

Power BI Intermediate

(1 day)

Overview

Our intermediate Microsoft Power BI training course delves deeper into the Query Editor and DAX formulas; it discusses Excel and PowerPoint integration; and shows delegates how to use custom visuals to construct interactive data narratives for their audience.

Audience

This course is designed for users who are already familiar with Power BI and are looking to broaden their horizons when it comes to designing reports and dashboards.

Key Topics Covered

- Parameters and Templates
- Power Query Functions
- DAX Time Intelligence
- What If Parameters
- Excel Integration
- Custom visuals
- Business narration
- PowerPoint integration

Power BI Advanced

(2 days)

Overview

This course provides in-depth coverage of the Power Query M language as well as the use of advanced DAX formulas. Delegates will also learn how to improve the user experience through the use of parameter tables; how to optimize the data model by the strategic use of calculated tables; and how to work with advanced visuals and dashboard tiles.

Audience

Aimed at experienced Power BI users looking for guidance on the more challenging aspects of Power BI.

Key Topics Covered

- The Power Query Formula Language
- Understanding Automatically Generated Code
- Creating custom functions in M
- Iteration Techniques
- Advanced DAX
- Working with calculated tables
- Using parameter tables
- Using ArcGIS Maps for Power BI
- Using R Visualizations and Datasets
- Advanced dashboard tiles

“Excellent introduction to Power BI. Thorough and at a good pace for everyone.”

Richard Willis

Head of Analytics and Insight, Essentra plc



Microsoft Power BI Specialist



As well as our core Power BI training courses, we also provide courses which are of interest to Power BI administrators. If your organisation has a policy of providing your staff with the opportunity to acquire certification, you may also be interested in our Power BI Certification Preparation training courses.

Power BI Administration

(2 days)

Overview

This course covers the key administrative activities which can be carried within a Power BI tenant. Students will become familiar with Power BI Tenant Settings and those aspects of the Power BI service which are controlled by both global and Power BI service admins.

Audience

This course is suitable for any Power BI user who will have administrator rights in their organisation's Power BI tenant.

Key Topics Covered

- Overview
- Power BI licensing
- Securing Power BI
- Export and Sharing Settings
- Content Pack Settings
- Integration Settings
- Custom Visual Settings
- Audit & Usage Settings
- Dashboard Settings
- Developer Settings
- Embed Codes
- Organizational Visuals

Power BI MCSA Certification Prep

4 days)

Overview

Our Power BI certification training workshop is aimed at specialists in data analysis, data science, and business intelligence, who wish to validate and demonstrate their knowledge by obtaining the relevant Microsoft Power BI MCSA: BI Reporting certification.

The course provides in-depth coverage of all of the topics which your staff will need to master in order to pass both Exam 70-778: Analyzing and Visualizing Data with Microsoft Power BI and Exam 70-779: Analyzing and Visualizing Data with Microsoft Excel.

Audience

Delegates on this course will need to be familiar with the essentials of Microsoft Excel, data analysis, databases and cloud computing; as well as the key elements of Power BI Desktop and the Power BI service.

Key Topics Covered

DAY ONE

Desktop, Service & Mobile

- Power BI Products & Subscriptions
- Reports & Dashboards
- Publishing content
- Refreshing content

DAY TWO

Data, Query Editor M Language

- Data connection
- Cleaning up & transforming data
- Advanced Query Editor Operations
- Understanding the M language

DAY THREE

Data Modelling and DAX

- Data modelling
- Advanced DAX
- Calculated tables

DAY FOUR

Data Visualization and Beyond

- Excel Visualization
- Advanced Power BI Visualization
- Custom Visuals
- Power BI Embedded

“Excellent. Very interesting, informative and well presented. Excellent presentation. [The trainer] made it easy to understand and interesting. Very approachable and easy to ask if confused. Thank you!”

Paul Wharin
BI Manager, British Business Bank



Microsoft Power Platform



The Microsoft Power Platform consists of Power BI, PowerApps, and Microsoft Flow. Power BI offers true Self-Service BI, enabling business users to extract the reports and intel they need from corporate data. Microsoft PowerApps enables business users to build line of business (LOB) applications, with little or no coding. Microsoft Flow enables organizations to develop zero-code, customized business automation solutions, using templates or creating flows from scratch.

PowerApps Introduction (2 days)

Overview

This course will show delegates how to create apps which improve business processes in their organization and can be run on any device.

Audience

This course is aimed at those who are still new to PowerApps. A basic familiarity with data analysis and database concepts is useful but not essential.

Key Topics Covered

- Getting Started
- Data Sources
- Working with Galleries
- Forms and Cards
- Working with Other Controls
- PowerApps Formulas
- Sharing Apps
- Power BI Integration

Microsoft Flow Introduction (2 days)

Overview

This two-day, hands-on course will give you the confidence to create, test and deploy useful business flows for your organization.

Audience

This course is aimed at those who are still new to Microsoft Flow. A basic familiarity with data analysis and database concepts is useful but not essential.

Key Topics Covered

- Introduction
- Using Flow Templates
- Using the Flow Mobile App
- Button Flows
- Approval Flows
- Recurrence
- Control Structures
- Connecting to On-Premises Data
- Power BI Integration

Power Platform Introduction (5 days)

Overview

This one-week, intensive course provides a thorough introduction to the Microsoft Power Platform. Delegates will learn how to use the Power Platform to gain insights from their data and to use these insights to automate their business processes.

Audience

Aimed at general business users who wish to learn how to use Microsoft's power tools to increase productivity within their organisations. A basic familiarity with data analysis and database concepts is useful but not essential.

Key Topics Covered

This course combines the following three separate courses and condenses the combined duration down from 6 days to 5.

- Power BI Introduction
- PowerApps Introduction
- Microsoft Flow Introduction

“Excellent. Packed with information to take away. Surprised with the depth of tuition.”

Julian Bolton
Scrum Master, Computershare



Microsoft PowerPoint

Microsoft PowerPoint is the industry-standard tool for creating business presentations for delivery on PC or laptop. We offer two courses on Microsoft PowerPoint, suitable for beginners and experienced users, respectively



PowerPoint Introduction (1 day)

Overview

Our Introduction to PowerPoint course shows users how to create and preview basic but professional presentations which have a consistent look and feel throughout.

Audience

This beginners course assumes no prior knowledge of the program.

Key Topics Covered

- Basics
- PowerPoint Presentations
- PowerPoint's Text Capabilities
- Tables
- Outlining Features
- Themes
- Formatting Options
- Slide Shows
- Presentation Output Options

PowerPoint Advanced (1 day)

Overview

This course shows experienced users of PowerPoint how to customize presentations; create animations; and advanced methods of delivering presentations.

Audience

This course is suitable only for those with considerable prior experience of using PowerPoint.

Key Topics Covered

- Customizing A Presentation
- Animation Techniques
- Working With Data From Other Sources
- Managing And Delivering A Presentation
- Presenting On The Web
- Workgroup Collaboration

“Very well presented and helpful throughout.”

Zohra Patel
Receptionist, Preston Primary Care



Microsoft Project

Microsoft Project is a sophisticated tool which helps users to plan projects, manage and update information about their projects, and communicate information regarding projects which are in progress. We offer two courses on Microsoft Project, suitable for beginners and experienced users.

Project Introduction

(1 day)

Overview

Our Project Introduction shows users how to plan and manage projects using Project and introduces key project management concepts.

Audience

Requires no experience of Microsoft Project, just a basic familiarity with the Windows operating system.

Key Topics Covered

- Introducing Microsoft Project
- Defining the Project
- Tasks
- Resources
- Views
- Project Tracking
- Creating Reports

Project Advanced

(1 day)

Overview

Delegates attending the Project Advanced course will be shown how to effectively track projects, create useful reports and manage multiple projects.

Audience

This course is designed for existing Project users wishing to learn more advanced features of the program.

Key Topics Covered

- Working with multiple projects
- Resource Sharing
- Working with actuals
- Exporting and importing data
- Updating and examining the project
- Customizing fields
- Customizing reports
- Sharing customizations



Microsoft SharePoint

SharePoint is Microsoft's highly-customizable web content management and collaboration platform which can be configured for organisational communication, data exchange and file sharing, web content management system, and an intranet. Our SharePoint courses are aimed at anyone who will be working within the SharePoint environment, either as a user or an administrator.

SharePoint Introduction

(1 days)

Overview

Our SharePoint Introduction provides practical, hands-on instruction which introduces delegates to core SharePoint features, concepts and techniques, such as team sites, lists, libraries and the creation and customisation of site content.

Audience

This beginners course assumes no prior knowledge of the SharePoint environment.

Key Topics Covered

- SharePoint Basics
- Site Basics
- Site Design
- List and library essentials
- Working with Documents
- Editing SharePoint Pages
- Using SharePoint with MS Office
- Searching for information
- Using My Site and social networking
- Collaborating with blogs

SharePoint Advanced

(1 day)

Overview

This course provides practical, hands-on instruction which allows delegates to explore and understand some of SharePoint's more complex features, concepts and techniques, such as content types, user information policies, workflows and security.

Audience

Aimed at users and administrators with some experience of working within the SharePoint environment.

Key Topics Covered

- Customising lists
- Customising document libraries
- Content Types
- SharePoint Workflows
- Using information management policies
- Working with Project Schedules
- Community portals and sites
- Security within SharePoint



Microsoft Visio

Microsoft Visio is a very versatile tool for generating a very wide range of diagrams and visualizations and of communicating data-driven information. Our Visio training courses show users how to create a variety of different diagrams and drawings: from organizational charts and flowcharts, web site maps and network drawing to office plans, calendars and timelines.

Visio Introduction

(1 day)

Overview

Our Introduction to Visio course gives users a good basic familiarity with the program interface, showing them how to use the drawing tools to create shapes, how to manipulate shapes and assign them attributes. By the end of the training, users will be confident in using Visio to create basic diagrams and drawings.

Audience

This beginners course assumes no prior knowledge of the Visio.

Key Topics Covered

- Overview
- First steps
- Using Visio
- Creating a drawing
- Connecting shapes
- Working with text
- Working with shapes
- Manipulating shapes
- Altering shapes

Visio Advanced

(1 day)

Overview

Our Advanced Visio course shows users how to use more sophisticated features such as styles, templates, stencils, master shapes and background pages. Delegates will also learn to add images to a diagram, work with layers and be shown the various commands for merging shapes as well as working with shap sheets and hyperlinks.

Audience

This course is suitable only for those with considerable prior experience of using Visio.

Key Topics Covered

- Working with styles
- Stencils and master shapes
- Merging shapes
- Using background pages
- Working with layers
- Pictures and objects
- Working with shap sheets
- Using special features



Microsoft Word

Microsoft Word is a document processing program, with powerful automation and collaboration features, which allows users to create both basic and complex documents containing a wide variety of content types. We offer three training courses on Microsoft Word, suitable for beginners and experienced users.

Word Introduction

(1 day)

Overview

Our Word Introduction aims to familiarise users with the core features of Microsoft Word. At the end of the training, attendees will be able to create documents, apply character and paragraph formatting, use research tools and insert clip art images into their documents.

Audience

This course is aimed at those who have either never used Word or only at a very basic level.

Key Topics Covered

- Word Basics
- Editing Text
- Formatting Text
- Working With Paragraphs
- Working With Pages
- Printing A Document

Word Intermediate

(1 day)

Overview

Delegates on our Word Intermediate course will learn how to create documents with multiple sections, documents based on templates and documents with custom layouts. Attendees will also be shown how to work with tables, photos, SmartArt, charts and formulas; as well as how to create mailmerges.

Audience

This course is suitable for users who are comfortable with Microsoft Word's basic feature and wish to enhance their skills.

Key Topics Covered

- Templates And Styles
- Columns And Tables
- Working With Graphics
- Using Mail Merge
- Working With Document Sections
- Workgroup Collaboration

Word Advanced

(1 day)

Overview

This course aims to show experienced Word users how to create sophisticated interactive documents using fields and forms; and to demonstrate techniques available in Word for creating and managing long documents.

Audience

A good knowledge of all of Word's basic and intermediate features is assumed.

Key Topics Covered

- Linking, and Embedding Data
- Working with Fields
- Creating Forms
- Outlining and Summarizing Documents
- Using Master Documents
- Creating Tables of Contents
- Creating Indexes
- Protecting and Securing Documents

“Amazing. The instructor was very clear in his instructions. He took the time to answer all questions and was very kind and courteous.”

Amina Ali

Finance Officer, Bigland Green Primary School



Microsoft Office VBA

VBA (Visual Basic for Applications) is a simple, yet powerful programming language which can be used to automate repetitive tasks in any of the Microsoft Office programs. We can provide your staff with training on three flavours of VBA: Excel, Access and Word. Bear in mind, however, that VBA is a programming language. This means that, if you have no experience of coding, in order to learn VBA, you will need to simultaneously learn the basics of programming.

Excel VBA Programming

(2 days)

Overview

This introductory Excel VBA Training Course shows delegates how to create and customise macros and gives them a basic familiarity with the Visual Basic for Applications environment. Best practices are introduced from the outset and delegates are encouraged to learn VBA by understanding its key principles, rather than simply memorising syntax.

Audience

Aimed at intermediate and advanced users of Excel who wish to write macros to automate organisational workflows.

Key Topics Covered

- Basics
- Objects, properties and methods
- The Range property
- Charts and drawing
- Using Visual Basic
- Making decisions
- Interactivity

Access VBA Programming

(2 days)

Overview

Our Access programming course concentrates on the creation of modules. It shows users how to use Visual Basic for Applications (VBA) to control and manipulate the objects and data in their database solutions.

Audience

This course is designed for experienced Access users wishing to use VBA for database application development.

Key Topics Covered

- The Visual Basic Editor
- VBA Fundamentals
- VBA Programming
- Objects and collections
- Programming forms
- Programming reports
- Error handling
- Debugging

Word VBA Programming

(2 days)

Overview

Our Word VBA Introduction familiarises users with essential Visual Basic syntax and programming techniques and introduces them to the Microsoft Word object model. By the end of the training, delegates will know how to write VBA macros from scratch; as opposed to relying on the Macro Recorder.

Audience

Designed for users who know Microsoft Word very well but who have no knowledge of VBA programming.

Key Topics Covered

- Getting Started
- Writing Macros in the Visual Basic Editor
- Variables and Constants
- Subroutines and Functions
- Conditionals, Loops and Arrays
- The Word Object Model
- Events, Dialogs and UserForms
- Debugging and Error Handling


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108 <a class="right carousel-control" href="#myCarousel" role="button" data-slide="next">
109 <span class="glyphicon glyphicon-chevron-right" aria-hidden="true"></span>
110 <span class="sr-only">Next</span>
111 </a>
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Web Development Courses



HTML and CSS

Hypertext Markup Language (HTML) and CSS (Cascading Style Sheets) are the essential technologies which are used to generate web pages. Although it is possible to use visual tools to create web sites, anyone involved in web site development and/or maintenance needs to have a good knowledge of how HTML and CSS work.



HTML & CSS Introduction (1 day)

Overview

Our HTML 5 and CSS3 Introduction course provides delegates with a thorough grounding in the use of HTML elements, text display, tables and forms, and the role of CSS in styling HTML elements.

Audience

This beginner's course is suitable for delegates with little or no experience of working with HTML or CSS.

Key Topics Covered

- Using Lists
- Creating Hyperlinks and Anchors
- Introduction to Style Sheets
- Formatting Text using Style Sheets
- Formatting Paragraphs
- Displaying Graphics

HTML & CSS Advanced (1 day)

Overview

Our HTML 5 and CSS3 Advanced course covers the use of CSS for responsive page layout, CSS Transitions and Transforms and working with video and audio.

Audience

Suitable only for those with considerable prior experience of working with HTML and CSS.

Key Topics Covered

- Creating CSS Based Layouts
- Building Responsive Layouts
- Creating Navigational Aids
- Creating User Forms
- CSS Transitions
- 2D transform fundamentals
- Video And Audio Basics

“Really enjoyed the course - I've learned a huge amount. I just hope I can remember it all. [The trainer] was brilliant, very knowledgeable.”

Hope Nutkins
Marketing Manager, Debenhams



JavaScript Languages

JavaScript is a loosely-typed client-side programming language compatible with all modern browsers. JavaScript has been the underlying platform powering the development of a large number of open source frameworks. The three JavaScript training courses which we offer are particularly useful for IT specialists who plan to undertake Power BI custom visual development projects.



JavaScript Introduction

(3 days)

Overview

This Introduction to JavaScript and jQuery teaches users how to use JavaScript to create modern, interactive web pages. Delegates will also learn how to enhance these basic skills using the rich and sophisticated jQuery and jQueryUI libraries for form validation, special effects and the creation of interactive user interfaces.

Audience

Assumes no prior knowledge of programming but does assume a good grasp of HTML and CSS.

Key Topics Covered

- JavaScript Basics
- Adding Logic and Control to Your Programs
- Introducing jQuery
- Making Pages Come Alive with Events
- Animations and Effects
- Improving Your Images
- Improving Navigation
- Enhancing Web Forms
- Expanding Your Interface
- Introducing Ajax
- Troubleshooting and Debugging

TypeScript Introduction

(2 days)

Overview

TypeScript is a strongly typed superset of JavaScript which is used in developing Power BI custom visuals. This two-day practical programming course This course will show delegates how to use TypeScript to build interactive web applications.

Audience

This course is aimed at users who have a good basic knowledge of web development technologies and coding. Familiarity with JavaScript, HTML and CSS is assumed.

Key Topics Covered

- TypeScript Overview
- Getting Setup
- TypeScript Variables
- Data Types
- Type Assertion
- Conditionals
- Loops
- Using Functions
- Using Namespaces
- Defining Classes
- Working with Modules
- Working with Interfaces

D3.js Introduction

(2 days)

Overview

D3 (Data-Driven Documents) is an open-source JavaScript library which is used to display data visualizations in any web browser using HTML and CSS. This 2-day course shows delegates how to write D3.js code to create dynamic data visualizations.

Audience

Aimed at experienced web developers. Familiarity with JavaScript, HTML and CSS will be assumed.

Key Topics Covered

- Getting Setup
- Manipulating DOM Elements
- Understanding Method Chaining
- Using Functions for Property Values
- Event Handling
- Understanding SVG Elements
- Data Loading and Binding
- Working with Scales and Axes
- Creating Line and Area Charts
- Creating Column Charts
- Creating Pie Charts
- Creating Bar Charts
- Creating Animated Bar Charts



WordPress and PHP

PHP is a very powerful and very popular web-based programming language which is used as the development platform for the web's most widely-used content management systems, including Wordpress; the web's most popular content management system. Because of its extensibility, WordPress is also a powerful website design application and is used by many people to create websites.



WordPress Introduction

(2 days)

Overview

This course is designed for those who wish to learn how to leverage WordPress to create websites, or to customise templates and themes to create an individual look and feel on their existing WordPress site.

Audience

Requires a good grasp of HTML, CSS and general web concepts.

Key Topics Covered

- WordPress Overview
- Creating Posts
- Adding Images and Media
- Creating Pages
- Managing Content
- Changing Site Appearance
- Extending WordPress with Plugins
- Users and User Profiles
- Configuring Settings
- Managing Comments and Spam
- Using PHPMyAdmin
- Maintenance and Security

PHP/MySQL Introduction

(2 days)

Overview

This beginner's course is designed to thoroughly familiarise developers with the PHP and MySQL scripting and development environment.

Audience

Requires a good grasp of HTML, CSS and general web concepts.

Key Topics Covered

- Getting Started
- PHP Scripting
- Variables and Arrays
- PHP Control Structures
- PHP Functions
- Working with Forms
- Accessing Databases
- State Management
- Using Cookies
- Authentication
- Manipulating Data
- Errors and Debugging



XML and XSLT

XML is a markup language which allows developers to define their own tags and use them to give a highly structured definition of any type of data. The clarity and simplicity of the XML model makes it an extremely flexible tool. While XSLT and XPath are used to transform XML documents into different XML structures and into other formats. We can provide training on both XML, XSLT and XPath all over the UK.



XML Introduction

(2 days)

Overview

Our in-depth XML Introduction course is designed to thoroughly familiarise web developers with the structure of XML as well as the use of DTDs and XML schema documents for validation.

Audience

Requires a good grasp of HTML and general web concepts.

Key Topics Covered

- Basics
- Elements and Attributes
- The XML DOM
- Namespaces
- DTDs
- Schemas
- Extending XML
- XML Web Services

XSLT & XPath

(2 days)

Overview

This is a practical, hands-on course for developers with experience of XML wishing to gain an insight into the basic and advanced features of XSLT and XPath.

Audience

Requires a good grasp of HTML, CSS and general web concepts.

Key Topics Covered

- Overview of XSL and XPath
- Understanding templates
- Conditionals and iteration
- XSLT 2.0 and XPath 2.0
- Exploiting XSLT 2.0
- XML to Text
- XML to XML
- Querying XML
- XML to HTML

“A good introduction to a complex subject..”

Terry Money
IT/Production, Fakenham Prepress Solutions

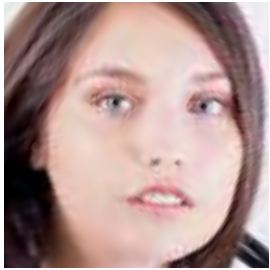


Adobe Courses



Adobe Acrobat

Adobe Acrobat is a unique collection of applications and utilities which enables the creation, modification and optimisation of PDF files. G Com Solutions provide Adobe Acrobat training all over the UK.



Acrobat Introduction

(1 day)

Overview

Delegates will learn how to create PDF documents both for printing and for online delivery. They will then learn how to enhance PDF files by adding navigation elements such as bookmarks and links as well as comments and annotations.

Audience

This course is suitable for delegates with little or no experience of using Acrobat.

Key Topics Covered

- Acrobat components
- Creating a PDF file
- Acrobat basics
- Navigation controls
- Editing PDF files
- Comments

Acrobat Advanced

(1 day)

Overview

This advanced course shows delegates how to use Acrobat's multimedia features; create interactive forms; add security features to their PDFs; create indexes to make PDF files searchable; and automate operations by using actions.

Audience

Suitable for delegates with at least a few months experience of using Acrobat Professional or who have attended an introductory course.

Key Topics Covered

- Acrobat Distiller
- Acrobat Tools and security
- Multimedia Features
- Working with Forms
- Using Actions
- Creating Indexes



Adobe Illustrator has become an industry-standard and is used for producing print, multimedia and on-line graphics. It can be used to create such elements as illustrations, drawings, maps, logos, advertisements, multimedia and web navigation graphics. We can offer you customised Illustrator training designed to equip your users how to create exactly the graphic assets you need.

Illustrator Introduction

(1 day)

Overview

Our Introduction to Adobe Illustrator provides users with comprehensive coverage of the tools and techniques needed to create basic illustrations and graphics for use in publications or on web sites.

Audience

This course is suitable for delegates with little or no experience of using Adobe Illustrator.

Key Topics Covered

- Basics
- Text handling
- Drawing techniques
- Setting object attributes
- Transforming objects
- Duplication techniques
- Working with layers

Illustrator Advanced

(1 day)

Overview

Our Advanced Illustrator course shows experienced Illustrator users how to include special effects and other advanced features in graphics and illustrations for publication and for the web.

Audience

The course is suitable for experienced users of Illustrator wishing to master advanced techniques.

Key Topics Covered

- Drawing techniques
- Special Effects
- Creating re-usable resources
- Working with multiple layouts
- Creating web content
- Creating interactive content
- Output options

“Very good, appreciate support going forward when we forget section or command.”

Joanna Towers
Office Manager, Sound Energy PLC



InDesign is Adobe's industry-standard publishing application which can be used to create documents and digital assets for both print and online output. We offer a range of Adobe InDesign training courses, suitable for beginners and advanced users alike. We can organise customised in-house training on InDesign anywhere in the UK, focused around the creation of your corporate documents.

InDesign Introduction

(1 day)

Overview

Our Introductory InDesign training course gives a thorough grounding in how the program approaches page layout tasks and the use of the tools and panels. By the end of this course, delegates should feel confident about using InDesign to create brochures, newsletters, reports, fliers and other similar publications.

Audience

This course is suitable for delegates with little or no experience of using Adobe InDesign.

Key Topics Covered

- Basics
- Working with text
- Master Pages
- Styles
- Working with graphics
- Tables
- Page layout

InDesign Advanced

(1 day)

Overview

This course is suitable only for those with considerable prior experience and covers the advanced use of styles, working with longer documents, creating interactive documents and automating workflows.

Audience

The course is suitable for experienced users of InDesign wishing to master advanced techniques.

Key Topics Covered

- Advanced Styles
- Longer Documents
- Typography
- Drawing
- Special Effects
- Interactivity
- Automating Workflows

“Really helpful - Great pace and easy to understand. Very tailored to what we need.”

Izzy Hammond
Ieso Digital Health



Adobe Photoshop



Photoshop allows designers, photographers and web creators to produce all kinds of colour artwork by manipulating and compositing scanned or drawn images, using powerful layering and masking techniques and a wealth of special effect filters. We can organise customised in-house training on Photoshop anywhere in the UK, using media relevant to your corporate communications.

Photoshop Introduction

(1 day)

Overview

Our Introduction to Photoshop covers essential Photoshop concepts, tools and techniques. Delegates will learn how to optimise images for output to print or web, how to make selections, combine images using layer masks, adjust contrast, brightness and colour and create animations.

Audience

Suitable for all uses, this course assumes no prior knowledge of Photoshop.

Key Topics Covered

- Photoshop Environment
- Working With Colours And Painting
- Editing Tools
- Working With Selections
- Working With Layers
- Adjusting Images
- Using Adobe Bridge

Photoshop Advanced

(1 day)

Overview

This course is suitable only for those with considerable prior experience and covers the advanced use of styles, working with longer documents, creating interactive documents and automating workflows.

Audience

Designed for experienced users of Photoshop who need guidance on using advanced features and techniques.

Key Topics Covered

- Working with Type
- Vector Tools
- Using Filters
- Using Channels & Masks
- Smart Objects
- Tool Presets
- Refocusing Techniques
- Productivity and Automation

“Really enjoyed the course. [The trainer] was able to flex up and down the content to suit the needs of the group. Very useful.”

Susie Hartley

Communications Manager, Surrey and Borders Partnership

Adobe Premiere Pro is an industry-standard editing tool for creating online, corporate and broadcast video. It allows users to assemble digital video footage, audio tracks and still images using a variety of sophisticated tools and techniques. We can organise customised in-house training on Premiere Pro anywhere in the UK, using media relevant to your corporate communications.



Premiere Introduction

(1 day)

Overview

Our Introduction to Premiere shows users how to import video, audio and still images and add them to the timeline; edit footage both before and after adding it to the timeline; and add transitions, titles and special effects to enhance their projects.

Audience

This course is designed for those who are still new to Premiere or have not used the program at all.

Key Topics Covered

- Basic Concepts
- The monitor window
- Using the Timeline
- Motion effects
- Transitions
- Video effects
- Working with Titles
- Video Output

Premiere Advanced

(1 day)

Overview

This course is suitable only for those with considerable prior experience and covers advanced topics like multicam editing, audio optimisation and advanced special effect techniques.

Audience

Designed for experienced users of Adobe Premiere who need guidance on using advanced features and techniques.

Key Topics Covered

- Multi-camera Editing
- Using Markers
- Colour Correction
- Using the Audio Mixers
- Removing Background Noise
- Effects and Presets
- Blending Modes
- Adjustment layers
- Working with captions

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