

Clearer Thoughts normally deals directly with the client, organising training programmes for one company at a time, often for very large organisations.

This autumn everyone can have the benefit of high quality training at low cost, whether you're a micro business or a small SME. We are working directly with a number of partner organisations as detailed below.

**IT Bite-Sized Seminars Programme**

[CEPNW Chamber of Commerce](#)

[Knowsley Chamber of Commerce](#)

[Portal Business Centres](#)

To Book Call

01244 669988

0151 477 1356

01925 445656

Training Delivery Address

Willow House  
Park West ,Sealand Road  
Chester,CH1 4RW

Clearer Thoughts  
Bridle House, 1 Bridle Way  
Netherton L30 4UA

Dallam Court • Dallam Lane  
Warrington • WA2 7LT

Price

£65 members

£65 members

£80

£75 non-members

£95 non-members

If your staff need to deliver training as part of their duties – e.g. explaining systems or equipment to colleagues - then they will benefit from our 3-day Train the Trainer programme. At just £390 this will be money well spent on ensuring maximum effectiveness from your staff. Delivered one day at a time over a 4-week period, they will have plenty of time to practise and develop their new skills between training days.

Call us on 0151 285 3656 or email [donna.stewart@clearerthoughts.co.uk](mailto:donna.stewart@clearerthoughts.co.uk)

<b>Excel</b>	<b><u><a href="#">THROW AWAY YOUR CALCULATOR</a></u></b>
<b>Excel</b>	<b><u><a href="#">UNLEASH YOUR DATA</a></u></b>
<b>Excel</b>	<b><u><a href="#">STOP WASTING TIME!</a></u></b>
<b>PowerPoint</b>	<b><u><a href="#">EVERY PICTURE TELLS A STORY</a></u></b>
<b>PowerPoint</b>	<b><u><a href="#">ADDING OOMPH TO PRESENTATIONS</a></u></b>
<b>Project</b>	<b><u><a href="#">PLANNING YOUR PROJECTS</a></u></b>
<b>Publisher</b>	<b><u><a href="#">PROMOTE YOURSELF!</a></u></b>
<b>Visio</b>	<b><u><a href="#">ENVISION YOUR BUSINESS</a></u></b>
<b>Word</b>	<b><u><a href="#">BRIGHTEN UP YOUR DOCUMENTS</a></u></b>
<b>Word</b>	<b><u><a href="#">GET SMART WITH WORD</a></u></b>

<b>Microsoft Excel 2003</b>		
<b>THROW AWAY YOUR CALCULATOR</b>		
<p>Perhaps you already use Excel on a day to day basis? But are you comfortable with formulas and functions? Learn how to get the answers you need.</p> <p><b>Use formulas more effectively</b> Arithmetic; VAT calculations; Currency conversion; Costs and profits; Percentages</p> <p><b>Gain productivity using functions</b> SUM; COUNT; MAX; MIN; AVERAGE; COUNTA; COUNTBLANK; COUNTIF; SUMIF</p>		
<a href="#">CEPNW Chamber of Commerce</a>  Monday 30/11/9 1:30 p.m.	<a href="#">Knowsley Chamber of Commerce</a>  Thursday 5/11/9 9:30 a.m.	<a href="#">Portal Business Centre</a>  Wednesday 2/12/9 a.m.  <a href="#">Back to list</a>
<b>Microsoft Excel 2003</b>		
<b>UNLEASH YOUR DATA</b>		
<p>Make the most of Excel's simple way of storing data in lists or databases. Learn to analyse and present your data in just a few mouse clicks.</p> <p><b>Excel Lists/Databases</b> Structure; Presentation; Data Entry</p> <p><b>Analysing data</b> Sort; Subtotal; Filter; Control entered values; Summarise; Chart</p>		
<a href="#">CEPNW Chamber of Commerce</a>  Monday 9/11/9 1:30 p.m.	<a href="#">Knowsley Chamber of Commerce</a>  Monday 16/11/9 9:30 a.m.	<a href="#">Portal Business Centre</a>  Wednesday 2/12/9 p.m.  <a href="#">Back to list</a>

<b>Microsoft Excel 2003</b>		
<b>STOP WASTING TIME!</b>		
<p>Don't reinvent the wheel every time. Learn efficiency techniques which will save you hours.</p> <p><b>Templates</b></p> <p>Don't risk overwriting last month's data. Create, edit and use templates for all your weekly, monthly and annual files.</p> <p><b>Macros</b></p> <p>Turn all your repetitive tasks into macros. Click a button and it's done!</p>		
<a href="#">CEPNW Chamber of Commerce</a> Wednesday 25/11/9 1:30 p.m.	<a href="#">Knowsley Chamber of Commerce</a> Monday 7/12/9 9:30 a.m.	<a href="#">Back to list</a>
<b>Microsoft PowerPoint 2003</b>		
<b>EVERY PICTURE TELLS A STORY</b>		
<p>Do you give presentations? Sell face to face or by email? Quickly learn how to produce engaging presentations in this easy-to-use application.</p> <p><b>Planning a Presentation</b></p> <p>Topic; Audience; Purpose</p> <p><b>PowerPoint Essentials</b></p> <p>Creating Text Slides; Simple Graphics; Design Templates; Giving a Slide Show</p>		
<a href="#">CEPNW Chamber of Commerce</a> Monday 30/11/9 9:30 a.m.	<a href="#">Knowsley Chamber of Commerce</a> Thursday 5/11/9 1:00 p.m.	<a href="#">Portal Business Centre</a> Thursday 26/11/9 a.m. <a href="#">Back to list</a>

<b>Microsoft PowerPoint 2003</b>		
<b>ADDING OOMPH TO PRESENTATIONS</b>		
<p>So you can create simple presentations? Now learn to make yours stand out from the crowd. Use tools and techniques which add power and memorability.</p> <p><b>Improve your presentations</b></p> <p>Make them: Organised; Original; Memorable; Personalised; Helpful</p> <p><b>Additional PowerPoint techniques</b></p> <p>Custom animations; Advanced slide shows; Working with imports and exports; Custom Design Templates</p>		
<a href="#">CEPNW Chamber of Commerce</a> Tuesday 8/12/9 9:30 a.m.	<a href="#">Knowsley Chamber of Commerce</a> Tuesday 1/12/9 1:00 p.m.	<a href="#">Portal Business Centre</a> Thursday 26/11/9 a.m. <a href="#">Back to list</a>
<b>Microsoft Project 2003</b>		
<b>PLANNING YOUR PROJECTS</b>		
<p>Do you use the back of an envelope to plan your projects? Excel? Why not switch to Microsoft Project? You'll be amazed!</p> <p><b>Identifying projects</b></p> <p>Scope; Constraints; Resources; Time</p> <p><b>Creating a Gantt chart</b></p> <p>Enter tasks; Analyse dependencies; Enter resources; Assign resources to tasks; View complete schedule</p>		
<p>To arrange to hold this seminar on your site please contact</p> <p>Clearer Thoughts on 0151 285 3656</p>	<a href="#">Knowsley Chamber of Commerce</a> Tuesday 23/11/9 9:30 a.m. <a href="#">Back to list</a>	

<b>Microsoft Publisher 2003</b>	
<b>PROMOTE YOURSELF!</b>	
<p>Use Publisher to create professional-looking newsletters, flyers and sales and marketing leaflets. No prior skills needed – just bring along your ideas.</p> <p><b>Creating a publication</b> Publication type; Design &amp; Layout; Tear-offs, responses; Personal information; Colour schemes; Font schemes</p> <p><b>Working with objects</b> Graphics; Text; Tables</p>	
<p><a href="#">CEPNW Chamber of Commerce</a></p> <p>Wednesday 25/11/9 9:30 a.m.</p>	<p><a href="#">Knowsley Chamber of Commerce</a></p> <p>Monday 7/12/9 1:00 p.m.</p> <p style="text-align: right;"><a href="#">Back to list</a></p>
<b>Microsoft Visio 2003</b>	
<b>ENVISION YOUR BUSINESS</b>	
<p>This simple package makes it easy for you to communicate complex information, processes and ideas with professional-looking diagrams.</p> <p><b>Visio essentials</b> Creating a basic drawing; ; Formatting shapes; Connectors; Lines; Text; Stencils</p> <p><b>Useful diagram types</b> Organisation charts; Flowcharts; Business Processes; Spider diagrams</p>	
<p><a href="#">CEPNW Chamber of Commerce</a></p> <p>Tuesday 08/12/9 1:30 p.m.</p>	<p><a href="#">Knowsley Chamber of Commerce</a></p> <p>Tuesday 1/12/9 9:30 a.m.</p> <p style="text-align: right;"><a href="#">Back to list</a></p>

<b>Microsoft Word 2003</b>		
<b>BRIGHTEN UP YOUR DOCUMENTS</b>		
<p>Learn how to present your documents in eye-catching ways with changes in style, alignment, colour and borders.</p> <p><b>Formatting Options</b> Fonts; Paragraphs; Bullets and numbering; Watermarks</p> <p><b>Graphics</b> Pictures; Clip Art; Drawing Objects</p>		
<a href="#">CEPNW Chamber of Commerce</a> Tuesday 20/10/9 9:30 a.m.	<a href="#">Knowsley Chamber of Commerce</a> Tuesday 23/11/9 1:00 p.m.	<a href="#">Portal Business Centre</a> Thursday 10/12/9 a.m. <a href="#">Back to list</a>
<b>Microsoft Word 2003</b>		
<b>GET SMART WITH WORD</b>		
<p>Be more professional in less time. Add all the finishing touches the easy way and learn to send personalised documents to many people.</p> <p><b>Impressive documents in a click</b> Headers &amp; Footers; Page Numbers; Sections; Captions; Styles; Table of Contents; Index</p>		
<a href="#">CEPNW Chamber of Commerce</a> Monday 9/11/9 9:30 a.m.	<a href="#">Knowsley Chamber of Commerce</a> Monday 16/11/9 1:00 p.m.	<a href="#">Portal Business Centre</a> Thursday 10/12/9 p.m. <a href="#">Back to list</a>