



# Office Automation Office Suite

**« A personalised and targeted approach for successful  
Information Technology training. »**

Develop your professional and personal skills with key-in-hand trainings that adapt to you level.

## Office Suite

Word, Excel, Power Point, Office 365, Teams, Access, VBA, Windows, Adobe, Autocad

- Certifying Training (ENI)
- Training adapted for all levels; beginner, intermediate and advanced
- Individual and group courses
- Face-to-face or distance-learning



## Human Interaction

A dedicated and certified trainer with a recognised experience in teaching and the business world.

## Technological Innovation

A teaching method based on a personalised approach set up by the trainer, complemented by technological tools such as an e-learning platform and 24/7 access to the largest digital media library in Luxembourg.



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