



“Within the first hour I had learnt enough time-saving techniques to justify the cost of the course – and I thought I was quite good on Excel! Would recommend to others (and have).”

Christine Conner | January 2019
Excel 2007/10 Core Level 2



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Transforming
your productivity



Hello and welcome to our IT skills and development course programme for Spring and Summer 2019!

We have added some brand new courses to our programme. Now, alongside our Introduction to Power BI course, we offer introductory courses for Power Pivot and Power Query. These new, very powerful tools make creating reports much quicker, easier and comprehensive – and we'll show you how they can enable you to be more productive at work.

If you haven't been to one of our learning events before, be prepared for an interactive and enjoyable day. You won't sit and listen to a PowerPoint presentation all day with Happy.

We use the adage 'Tell me and I will forget, show me and I may remember, involve me and I understand' to ensure that all our events are both interactive and memorable.

Finally, if you don't see a programme that meets your needs, please do get in touch – our experienced facilitators can create a bespoke learning event just for you.

“ Professional, happy and great teaching. There was a lovely set up and atmosphere, everyone was catered for and wanted for nothing, great tutoring and patience. The whole experience made learning easy to digest in comfortable surroundings. A happy place to be.

Peter Walsh | July 2018
Excel 2013/2016 Core Level 2



About Happy

Happy creates joy at work by igniting possibilities within people and organisations.

“ I enjoyed the layout of the day and how the day was broken down into sessions. The teacher was able to give one to one tips as she went round the room. Small classes mean you get more interaction.

Georgina Smith | December 2018
Excel 2013/2016 Core Level 1

Originally set up as Happy Computers by founder Henry Stewart in 1987, Happy was established to make learning new IT software an enjoyable experience and to discover how to create a truly great place to work.

Since then our goal hasn't changed. We now offer consultancy services, spending time with your people to find out what you're getting right and ways that your organisation can improve. We can facilitate staff surveys and team events, and will work closely with you to create the culture you envisage. Our conferences held throughout the year have been **designed to energise you** with the latest ideas.

In addition, we offer various learning solutions, covering the creation of eLearning, Management and Leadership programmes, Personal Development workshops, IT skills training and Apprenticeships.

Whether we are helping people to create **a culture of trust and empowerment**, or enabling people to be more efficient with their IT software, all of our services are designed to enable happiness at work.

Happy has won many awards over the years, recognising our **values-focused culture** as well as the quality of our services.

Happy has received the prestigious **Gold Accreditation by the Learning and Performance Institute (LPI)**. We are the only learning provider in the UK to have achieved that standard **for 21 straight years**. In July 2018, Happy was recognised in the LPI's list of Top 20 Highest Performing Learning Providers.

Most recently, Happy was honoured with the **Employer Brand and Values award**, at the Business Culture Awards 2019.

In addition, Happy has an average score of 4.8 out of 5 from over 400 reviews on Feefo, an independent review website. Happy has won the **Feefo Gold Service Award for both 2018 and 2019**, an independent seal of excellence that recognises businesses for delivering exceptional experiences.



Our Solutions

Happy offers consultancy services and a range of learning solutions to ignite change in organisations and create joy at work.

We first start with your people – we spend time with your staff, understanding their work and their challenges. We then explore what success would look like for the project and what your organisation's goal is, and look at how to achieve that in the most efficient way. For us, the software is the tool, not the aim.

Our solutions can include creating **bespoke eLearning**, **floor-walking** and **IT surgeries**, **remote learning** through webinars and videos, as well as **classroom training**.

If this involves training in your in-house software, our team will spend time learning the software, so that we can create training materials and develop effective training courses specially designed to meet your needs.

See [page 11](#) for details of our remote learning solutions, or [page 4](#) for details of our classroom training options.

We can combine IT skills training with Personal Development and Leadership programmes, to ensure that your staff have both the support they need to **deal with rapid change** as well as the tools to succeed in their roles.

“ My second time attending a course one at your previous address and now at your new home. Both experiences have been excellent, reception staff and staff on your floor have were very helpful. The course tutor was also excellent, she ensured that the pace of the course kept everyone engaged and saw that we all reached the finishing line together.

Stan Goulding | January 2019
MS Project 2016 Fast Track Essentials

Classroom Training Solutions

Interactive, learner-focused classroom training to equip people with the tools to transform the way they work.

“ We were warmly welcomed, staff and tutor were polite and courteous throughout. The content of the course was explained clearly which allowed us to get through the tasks with ease.

Safiyyah Muhammad | January 2019
Excel 2013/2016 Core Level 2

Our classroom training solutions cover a wide range of IT software. We cover the full Microsoft Office and Adobe suites, as well as digital marketing, accounting software and project management. We also have courses that will help you to train to be an IT trainer or to create your own eLearning experiences in Articulate Storyline.

Our most popular courses are for Microsoft Excel, with courses ranging from **total beginner to advanced user**.

Please [see page 12](#) for details of our learning solutions for private groups. However, we also offer a range of public classroom courses at Happy's HQ in London – please [see page 8](#) for upcoming dates and pricing.

power to motivate and inspire.
your enthusiasm shine.
JD Crichton



Why Choose Happy for Your Classroom Training?

Here are just a few reasons to choose Happy for your classroom training needs...

Small, personal group sizes

All of our IT courses are kept to eight people maximum. This small class size allows the facilitator to give 1-to-1 attention, maximising learning potential and ensuring a truly engaging and interactive experience for each learner.

Learn practical skills to apply straight away

We equip learners with the skills they need to achieve their best at work. We aim to inspire learners, leaving them excited about their new skills. Our learning is interactive, interesting and practical, as well as fun.

At the start of each day, each person is asked to share their learning objectives. Our facilitators note these down and refer to them throughout the day to ensure all objectives have been covered. Even if some are slightly outside of the course outline, our facilitators will try to cover them so everyone gets what they need from the day.

Our method really works! Our learners gave our IT courses an average work relevance score of 92% between January and December 2018.

Support after your course

Each IT course at Happy includes two years of post-course support through our IT Helpline. Staffed by our experienced trainers, learners can call or email our team as often as they like for help on anything covered by their course.

No quibble, money-back guarantee

We want everyone to leave our courses feeling like they have learned practical skills they can use straight away. We also understand that booking training is a big commitment, particularly if you have never tried us before.

We therefore offer a full, no quibble, money-back guarantee on all of our learning. If you don't love your course and don't get what you need from it, you can get in touch with our team within 30 days.

We will be happy to offer you additional support and training free of charge to help you gain the skills you need, or, if you'd prefer, a full refund – no questions asked.

“ It was a fantastic course, very much geared towards those in the room and the particular areas of Excel we needed help with. The venue is very relaxed, informal and colourful, and the staff very friendly and helpful. I would definitely approach Happy in the future for any other training needs.

Sarah Pearson | January 2019
Excel 2007/10 Core Level 2

New and Updated Classroom Courses

Our new courses focus on igniting the possibilities that these new tools create and how you can use them to work more efficiently – as well as how to enable more effective collaboration with others using Office 365.

Introduction to Power Query

Power Query can really help you if you have external data sources that need tidying before you can analyse them. Utilising business intelligence (BI) with Excel, you can use Power Query in Excel to connect to external data sources and transform this data to be ready for detailed analysis and reporting.

By the end of the course, you will be able to import data from various sources, restructure and transform data ready for output, and load data into a Table Query.

Introduction to Power Pivot

Power Pivot is an Excel add-in which can perform powerful data analysis on large volumes of data from various sources in a single Excel workbook. Once you have created relationships between each of your data sources, you can then **analyse the data quickly and easily**.

It makes creating calculations, Pivot Tables and Pivot Charts possible without any need for formula, so that you can make faster business decisions. For example, you can use Power Pivot instead of using VLOOKUPS or instead of having one large list that duplicates data.

Sway vs PowerPoint for Presentations

This one-day training course has been designed to give an introduction to Microsoft Sway: a digital storytelling app that allows you to **create interactive reports, newsletters and presentations**.

By the end of this course you will understand the key differences between PowerPoint and Sway, and will be able to choose the right application for the right task. You will also be able to create a basic presentation in Sway and share it with others.

Introduction to Microsoft Teams

Office 365 Teams is a new way of communicating and storing files. Instead of having to search a shared drive for files, or your whole mailbox for information, Teams provides a way to **collaborate and share** by project or by working group. This means that everything that happens in relation to a team or project is in one place, making it easier to find the information you need and to keep this up-to-date.

This half-day course is an introduction to working with Teams and covers setting up Teams and how to structure them, as well as using Channels, Chat, Files and Meetings.

Collaborating with OneDrive and OneNote

This course looks at OneDrive, your individual storage space in the cloud, and OneNote, your new digital notebook.

Both tools can be used to better collaborate and to **reduce email overload**.

This half-day course is an introduction to both tools, and covers storing and sharing documents in OneDrive, as well as setting up a OneNote notebook, adding content from other sources and searching them.

Course Programme Spring/Summer 2019

Excel Classroom Training Courses

Happy's range of classroom Excel training courses have been designed for all users, from complete beginners all the way up to super users on our Level 4 and 5 courses.

Our Excel Core Level 2 course is our most popular Excel course. This intermediate level course is for anyone who needs to create more advanced calculations. It also covers how to create a basic Pivot Table to summarise large sets of data quickly and easily.

In addition to our standard courses, we have two, one-day intensive Excel courses that go at a faster pace than our standard courses.

These **focus on specific skills** that you can use in the workplace to analyse data and get the information you need to make decisions quickly and easily.

Below is the pricing and details of our public Excel training courses that take place at HQ in Aldgate, central London.

See [page 12](#) for details of Happy's learning solutions for private groups that can be tailored to your organisation's needs.

“ The service was extremely positive and uplifting. The staff members at Happy radiate positivity and the colourful and unique interior design and ‘happy’ theme throughout the building is beautiful and really represents the values that Happy aspires to ... during the course and the facilitator covered many important techniques, tips and tricks and showed us examples along the way.

Fatima Ojeerally | December 2018
Introduction to Adobe InDesign

Excel Training	Days	Charity	Public Sector	Standard Price
Excel Core Level 1	1	£200	£250	£300
Excel Core Level 2	1	£200	£250	£300
Excel Databases	1	Private groups only - Ask for details		
Excel: Charts in Detail	1	£200	£250	£300
Excel Core Level 3	1	£200	£250	£300
Analysing Excel Data for Better Business Decisions intensive	1	£230	£290	£345
Excel Pivot Tables: From Data to Dashboard intensive	1	£230	£290	£345
Excel Core Level 4	1	£200	£250	£300
Introduction to Excel Macros and Visual Basic	1	£200	£250	£300
Advanced Excel Formulas and Functions intensive	1	Private groups only - Ask for details		
Using Visual Basic in Excel	3	Private groups only - Ask for details		

These public course prices are per person, per course and do not include VAT. All public courses train in the latest Excel software version, while private courses can be trained in the Excel version you use. All of our courses are trained on Windows PC – if you require training on Macs, then please get in touch to discuss. All displayed prices are valid until 31st December 2019.

Other IT Software Classroom Training Courses

Happy's learning solutions cover the full Microsoft Office suite, Adobe Photoshop and InDesign, as well as accounting software such as Sage and QuickBooks. We also offer training in related skills, such as project management, touch-typing and presentation skills.

All Happy's public classroom courses are held at our HQ in Aldgate, Central London.

Please see [page 12](#) for details of our learning solutions for private groups for your team and for customised course options

Accounting Software	Days	Charity	Public Sector	Standard Price
Sage Line 50 Essentials	1	Private groups only — Ask for details		
Quickbooks FT Essentials (Desktop and online versions)	1			
Desktop Publishing	Days	Charity	Public Sector	Standard Price
Introduction to Adobe InDesign intensive	1	£230	£290	£345
MS Publisher 2013 Essentials	1	Private groups only – Ask for details		
Digital Marketing	Days	Charity	Public Sector	Standard Price
WordPress.com Essentials – Build a Website in a Day	1	Private groups only – Ask for details		
Introduction to Social Media Marketing intensive introductory webinar and 4 webinars on each social network	1	£230	£290	£345
Training Skills	Days	Charity	Public Sector	Standard Price
Creating eLearning with Articulate Storyline	2	Private groups only – Ask for details		
Train the IT Trainer Essentials	2	£590	£740	£740
Train the Trainer Essentials	2	£590	£740	£740
TPMA Trainer Certification Essentials	4	£995	£1,575	£1,575
TPMA Refresher and Renewal	2	£495	£950	£950
Enabling Collective Learning	1	£345	£495	£495
Kickstart your eLearning Project	1	Private groups only – Ask for details		
Essential IT Skills	Days	Charity	Public Sector	Standard Price
IT Essentials: Using Windows 10 and Outlook	1	£200	£250	£300
Key Symphony: Learn to Touch Type in a Day	1	£200	£250	£300
Windows 10 Essentials	1	£200	£250	£300
Images and Photography	Days	Charity	Public Sector	Standard Price
Introduction to Adobe Photoshop	1	£200	£250	£300
MS Visio 2013/2016 Essentials	1	£200	£250	£300
Project Management	Days	Charity	Public Sector	Standard Price
MS Project Fast Track Essentials	1	£200	£250	£300
Introduction to Project Management	2	£225–£495*	£950	£950
Project Management in a Day intensive	1	£345	£495	£495
Agile in a Day	1	£95–£180*	£295	£295
Continuous Improvement intensive	1	£345	£495	£495



Microsoft				
Access	Days	Charity	Public Sector	Standard Price
Access Fast Track Essentials	1	Private groups only — Ask for details		
Access Essentials	2			
Access Queries and Reports	1			
Outlook	Days	Charity	Public Sector	Standard Price
MS Outlook Core Level 1	1	£200	£250	£300
MS Outlook Core Level 2	1	£200	£250	£300
How to Manage Your Outlook Inbox	0.5	£150	£187.50	£225
PowerPoint	Days	Charity	Public Sector	Standard Price
PowerPoint Core Level 1	1	£200	£250	£300
PowerPoint Core Level 2	1	£200	£250	£300
Advanced PowerPoint in a Day intensive	1	£230	£290	£345
Presentation Skills	Days	Charity	Public Sector	Standard Price
Engaging PowerPoint Presentations	1	£345	£495	£495
Expert Presentation Skills	1	£190 - £360*	£590	£590
Word	Days	Charity	Public Sector	Standard Price
Word Core Level 1	1	£200	£250	£300
Word Core Level 2: Long Documents and Reports	1	£200	£250	£300
Word Core Level 2: Communication Tools	1	£200	£250	£300
Office 365	Days	Charity	Public Sector	Standard Price
Collaborating with OneDrive and OneNote	1	£200	£250	£300
Introduction to Power Query	1	£200	£250	£300
Introduction to Power Pivot	1	£200	£250	£300
Introduction to Microsoft Teams	1	£200	£250	£300
Office 365 Conversion	1	£200	£250	£300
Introduction to Power BI	1	£200	£250	£300
OneNote Essentials	1	£200	£250	£300
Sway vs PowerPoint for Presentations	1	£200	£250	£300
SharePoint Essentials	1	Private groups only — Ask for details		
Google and G Suite	Days	Charity	Public Sector	Standard Price
G Suite Conversion	1	£200	£250	£300

The public course prices are per person, per course and do not include VAT. All public courses train in the latest Excel software version, while private courses can be trained in the Excel version you use. All of our courses are trained on Windows PC – if you require training on Macs, then please get in touch to discuss. All displayed prices are valid until 31st December 2019. *Pricing varies depending on the number of paid staff at your charity. Contact us for specific pricing or visit our website for details.



Intensive Classroom Training Courses

Happy's intensive IT skills classroom training courses have been designed for people who are able to learn at a much faster pace. Each of our intensive courses are focused on developing substantial expertise in just one day.

Our intensive courses are faster and a slightly longer day than our standard classroom courses – but if you can keep up, the rewards of gaining that quick expertise are worthwhile. Here is the current range of intensive courses...

Analysing Excel Data for Better Business Decisions

This Excel course is for learners who need to use Excel to **quickly and effectively analyse data**. The techniques range from those for speedy analysis to setting up complex automated dashboards.

Excel Pivot Tables: From Data to Dashboard

You will discover how to use Excel's powerful **Pivot Table and Pivot Chart tools** to summarise and display useful and relevant information. This will help your decision makers use all of this data, and get reports confidently and efficiently.

Advanced PowerPoint in a Day

In this course, you will learn to master PowerPoint capabilities, how to quickly and easily **create stylish presentations** that fit your branding and use video and animation.

Introduction to Adobe InDesign

You can use InDesign to **create professional publications** such as posters, brochures and magazines.

By the end of the course you will be able to use the essential features so you can start creating your own documents.

Introduction to Social Media Marketing

By the end of this course you will understand the potential of social media and will know how to make the most of these opportunities – and how to help your organisation to stand out from the crowd.

Intensive courses	Days	Charity	Public Sector	Standard Price
Public Course (per person)	1	£230	£290	£345
Private Course (per group of up to 8 delegates)	1	£1,100	£1,380	£1,650

The public course prices are per person, per course and do not include VAT. All public courses train in the latest Excel software version, while private courses can be trained in the Excel version you use. All of our courses are trained on Windows PC – if you require training on Macs, then please get in touch to discuss. All displayed prices are valid until 31st December 2019.

Remote Learning Solutions

Happy has a range of online learning solutions that allow your teams to learn at their desk – a more affordable and flexible option for large groups of learners and entire organisations.

Many of our learners now prefer to learn online at their desk rather than in the classroom. We currently offer two options, **Live Online Interactive Learning**, interactive webinars with a trainer, and the **Happy Video Library**, a series of two-minute videos created by our experienced facilitators that are available on an annual subscription.

Live Online Interactive Learning

Our Live Online Interactive Learning events are online training sessions that are available through software such as GoToMeeting or Skype for Business. Just like in the classroom, **there's a facilitator and other learners** – and you can communicate, ask questions, practice and engage with the material.

We have **off-the-shelf 90-minute Live Online Learning sessions** to cover some of the more common issues with software, such as how to do a Mail Merge in Word and create a Pivot Table in Excel, that we can deliver to your teams. Our experienced facilitators can also create a bespoke learning solution for you.

About each session...

- 90 minutes in length
- 10 people maximum to ensure the trainer can give one-to-one attention where necessary
- Focus on a specific topic to provide the skills needed to succeed in the workplace.

The Happy Video Library

We guarantee that **you will save at least 15 minutes** a day when you subscribe to and watch our two-minute videos.

The Happy Video Library has over 170 two-minute videos covering Excel, Outlook, PowerPoint and Word. Each video covers a time-saving feature to boost your productivity at work straight away.

Individual memberships are just £40 per year with discounts for **bulk purchases**, and can be uploaded to your existing Learning Management System (LMS).

“ Excellent course which really helped when facing real-life situations requiring advanced Excel knowledge ... I would definitely recommend if you require help on Excel or even if you want to brush up on it and learn new skills, shortcuts and better ways to handle any size of datasets.

Usman Butt | November 2018
Excel 2016 Core Level 3



Private Classroom Training Courses

If you have a group of three or more learners, or need a bespoke solution, we can help.

“ I have really learnt a great deal, which will help with the smooth running of reports and folders at work. My task will now not be a stressful undertaking, rather simple and with positive results.

Charlene Gayle | January 2019
Excel 2010 Customised Half-Day

We can deliver classroom training at your site anywhere across the UK, or we can source a suitable venue; all we need is a room with a computer or laptop for each person, and a whiteboard or flipchart.

Happy is experienced in creating complete bespoke learning solutions, training staff on your own in-house software and helping them transition to cloud-based working. We deliver the full solution including consultation, training and learning materials.

We can combine IT skills training with our Leadership and Personal Development programmes, to ensure that your staff have both the support they need to deal with rapid change as well as the tools to succeed in their roles. All of our classroom courses can be tailored to your needs and delivered through Live Online Interactive Learning sessions or in the classroom.

If you don't see what you need on our classroom course programme, please do get in touch – our experienced facilitators can create a customised learning solution just for you.

All other standard IT courses	Charity	Public Sector	Standard Price
Up to 4 delegates	£560	£700	£840
Up to 8 delegates	£960	£1,200	£1,440

Prices for groups are priced per course day for up to eight learners. Prices do not include VAT. All public courses train in the latest Excel software version, while private courses can be trained in the Excel version you use. All of our courses are trained on Windows PC – if you require training on Macs, then please get in touch to discuss. All displayed prices are valid until 31st December 2019.

Bespoke eLearning Solutions

With over 18 years of experience in creating learning, we can offer services across the full eLearning project life cycle and across any subject or specialism.

“ I love attending Happy courses, it was my second time at Happy and the experience was great – I was constantly amazed at what PowerPoint could do. I didn't feel bored and couldn't fault the trainer or experience.

Nouvelle Aidoo | December 2018
PowerPoint 2013/2016 Core Level 2

In addition to our classroom, digital and private courses, we have a proven reputation in creating bespoke eLearning solutions. Whether you need an internal training course covering your anti-bribery or Health and Safety policies, Happy can work with you to develop a high quality, bespoke eLearning solution to suit your needs.

If you have content that has already been created, we can bring this to life – or if you don't have the content and need us to help create it, we can manage that too.

Like our award-winning classroom training, our eLearning programmes aim to excite and challenge your learners to create a lasting impact. The learning material will be tailored not only to the needs of your organisation, but the needs of your learners too, with a mix of engaging activities and resources.

Our eLearning programmes can be stand-alone, or they can integrate with your existing eLearning portal or Learning Management System (LMS).

Please contact us to discuss your needs further with our experienced eLearning team.





3rd Floor,
Robert Dolan House,
9 Alie Street,
London E1 8DE

t 020 7375 7300
happy@happy.co.uk
www.happy.co.uk

“ Really welcoming, great atmosphere. The teacher was lovely and very helpful if anyone was struggling ... Really well paced and detailed. Teacher asked us all about our jobs and what would be most helpful and did her best to focus on those things which I found really useful..

Scott Ellis | October 2018

Excel 2013/2016 Core Level 2

