

WORD PROCESSING				JUL	AUG
WP01	Simple Documents	3 hrs	v	2 <sup>nd</sup> am	3 <sup>rd</sup> am
WP02	Formatting Office Documents	3 hrs	v	2 <sup>nd</sup> pm	3 <sup>rd</sup> pm
WP03	Indents, Tabs & Tables	3 hrs	v	9 <sup>th</sup> am	6 <sup>th</sup> am
WP04	Formatting Paragraphs and Pages	3 hrs	v	9 <sup>th</sup> pm	6 <sup>th</sup> pm
WP05	Automatic Formatting	3 hrs	v	15 <sup>th</sup> am	12 <sup>th</sup> am
WP06	Templates Macros Forms & Fields	3 hrs	v	15 <sup>th</sup> pm	12 <sup>th</sup> pm
WP07	Referencing, Indexing and Long Documents	3 hrs	v	20 <sup>th</sup> am	16 <sup>th</sup> am
WP08	Working With Graphics	3 hrs	v	20 <sup>th</sup> pm	16 <sup>th</sup> pm
WP09	Mail Merge	3 hrs	v	30 <sup>th</sup> am	31 <sup>st</sup> am
SPREADSHEETING				JUL	AUG
SS01	Simple Spreadsheets	3 hrs	v	1 <sup>st</sup> am	2 <sup>nd</sup> am
SS02	Formatting Spreadsheets	3 hrs	v	1 <sup>st</sup> pm	2 <sup>nd</sup> pm
SS03	Everyday Calculations	3 hrs	v	5 <sup>th</sup> am	10 <sup>th</sup> am
SS04	Linking and Working with Large Spreadsheets	3 hrs	v	5 <sup>th</sup> pm	10 <sup>th</sup> pm
SS05	Creating and Modifying Charts & Graphs	3 hrs	v	13 <sup>th</sup> pm	16 <sup>th</sup> pm
SS06	Working with Lists of Data 1	3 hrs	v	28 <sup>th</sup> am	25 <sup>th</sup> am
SS07	Pivot Tables and Analysing Data	3 hrs	v	28 <sup>th</sup> pm	25 <sup>th</sup> pm
SS09	Formulae & Calculations	3 hrs	v	13 <sup>th</sup> am	16 <sup>th</sup> am
SS11	Templates, Macros & Controls	3 hrs	v	30 <sup>th</sup> pm	31 <sup>st</sup> pm
PRESENTATIONS				JUL	AUG
PR01	Simple Presentations	3 hrs	v	6 <sup>th</sup> am	13 <sup>th</sup> am
PR02	Adding Animations and Graphics	3 hrs	v	6 <sup>th</sup> pm	13 <sup>th</sup> pm
PR03	Creating Business Diagrams	3 hrs	v	14 <sup>th</sup> am	24 <sup>th</sup> am
PR04	Corporate and Professional Presentations	3 hrs	v	14 <sup>th</sup> pm	24 <sup>th</sup> pm
DATABASES				JUL	AUG
DB01	Entering Data into a Database	3 hrs	v	7 <sup>th</sup> am	4 <sup>th</sup> am
DB02	Creating and Using Queries	3 hrs	v	7 <sup>th</sup> pm	4 <sup>th</sup> pm
DB03	Creating and Using Reports	3 hrs	v	12 <sup>th</sup> am	9 <sup>th</sup> am
DB04	Creating Simple Databases	3 hrs	v	12 <sup>th</sup> pm	9 <sup>th</sup> pm
DB05	Developing Relational Databases Using <b>MS Access</b>	2 day		16 <sup>th</sup> & 19 <sup>th</sup>	20 <sup>th</sup> & 23 <sup>rd</sup>
DB06	Creating Applications in <b>MS Access</b>	2 day		23 <sup>rd</sup> & 26 <sup>th</sup>	27 <sup>th</sup> & 30 <sup>th</sup>
INTERNET AND WEB TECHNOLOGIES				JUL	AUG
IN01	Accessing and Searching the web	3 hrs	v	☎	☎
EMAIL AND COMMUNICATIONS				JUL	AUG
COM1	Sending & Receiving Email Using <b>Microsoft Outlook</b>	3 hrs	v	19 <sup>th</sup> am	27 <sup>th</sup> am
COM2	Calendaring & Tasks Using <b>Microsoft Outlook</b>	3 hrs	v	19 <sup>th</sup> pm	27 <sup>th</sup> pm
COM3	Gaining Productivity Using <b>Microsoft Outlook</b>	3 hrs	v	23 <sup>rd</sup> am	30 <sup>th</sup> am
PROFESSIONAL DOCUMENT LAYOUT				JUL	AUG
DL02	Creating Documents using <b>MS Publisher</b>	1 day		8 <sup>th</sup>	5 <sup>th</sup>
DL03	Creating Flowcharts with <b>Visio</b>	1 day		27 <sup>th</sup>	26 <sup>th</sup>
DL04	Creating Web Pages with <b>Front Page</b>	1 day		29 <sup>th</sup>	19 <sup>th</sup>
PROJECT MANAGEMENT				JUL	AUG
PM01	Create & Track Projects Using <b>MS Project</b>	2 day		21 <sup>st</sup> & 22 <sup>nd</sup>	17 <sup>th</sup> & 18 <sup>th</sup>
CERTIFICATION & TESTING				JUL	AUG
ICDLT	International Computer Drivers Licence (ICDL)	45 min		☎	☎
MOST	Microsoft Office Specialist (MOS)	45 min	v	☎	☎
MCAST	Microsoft Certified Application Specialist	50 min		☎	☎

### Private Training Sessions

Using VBA for <b>Microsoft Word</b>	☎
Using VBA for <b>Microsoft Excel</b>	☎
Sending and Receiving Email Using <b>Lotus Notes</b>	☎
Calendaring & Tasks Using <b>Lotus Notes</b>	☎
Gaining Productivity Using <b>Lotus Notes</b>	☎

Training Vouchers can be used to attend sessions marked with a "v". Prices include GST. Prices valid until at least August 31<sup>st</sup> 2010.

☎ The telephone symbol indicates courses scheduled on demand. Please phone for details.

Morning sessions run from 9:30am-12:30pm and afternoon sessions run from 1:30 pm to 4:30 pm