

Application	Duration	Price (excl GST)	JAN 2021	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Microsoft Office</b>														
<b>Word</b>														
Word Introduction	1 day	\$300	19	4	18	13	11	10	16	3	6	12	1	9
Word Intermediate	1 day	\$300	21	18	22	27	25	16	20	11	10	14	9	17
Word Advanced	1 day	\$325		24		9	3	30	26	17		22	23	20
Focus on Formatting	Half Day	\$200		26		15			12				17	
Taming Troublesome Reports	Half Day	\$200		26										
<b>Excel</b>														
Excel Introduction	1 day	\$300	15	2	12	7	13	8	14	5	16	6	3	1
Excel Formula and Function Basics	Half Day	\$200		10	16	15	27	18	22	31	20		17	
Excel Intermediate	1 day	\$300	27	16	24	21	19	28	20	13	22	18	11	7
Excel Data Manipulation	1 day	\$325	29	22	31	23	21	24	28	19	30	26	25	
Excel Advanced	2 days	\$650				29/30					1/2			
Focus on Pivot Tables	Half Day	\$200		10	16		27	18	8	31	22			
Advanced Formulas and Functions	1 day	\$325						22	30	27	24	28	29	21
Visual Basic for Applications	2 days	\$650						2/3						
<b>Project</b>														
Project Introduction	1 day	\$325			10		17		6		14		19	
Project Intermediate	1 day	\$325				1		4		9		8		22
<b>Microsoft Basics</b>														
Computer Basics	1 day	\$300		12	4	19	7	14	2	25	28	20	5	3

The following courses are run on an "On Demand" basis. Call us to arrange a training date.

<b>Microsoft Office</b>				<b>Outlook</b>				
<b>Word</b>				<b>Publisher</b>				
Focus on Tables	Half Day	\$200		Business Tools and Tips		Half Day	\$200	
Focus on Mail Merge	Half Day	\$200		Using Outlook for Time Management		Half Day	\$200	
Report Writing	1 day	\$325						
<b>Excel</b>				<b>Visio</b>				
Focus on Charts	Half Day	\$200		Publisher Introduction		1 day	\$300	
<b>PowerPoint</b>				Visio Introduction			1 day	\$325
PowerPoint Introduction	1 day	\$300		Visio Intermediate		1 day	\$325	
PowerPoint Intermediate	1 day	\$300		<b>General Computing</b>				
<b>Access</b>				Basic Computer Knowledge		1 day	\$300	
Access Introduction	1 day	\$300		<b>Microsoft Basics</b>				
Access Intermediate	2 days	\$650		Productivity Fundamentals		1 day	\$300	
Advanced Querying Techniques	1 day	\$325						

**We will help you get the best from your Microsoft applications.**