

Application	Duration	Price (excl GST)	JAN 2021	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Microsoft Office														
Word														
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										
Excel														
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	23	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					31	22	30	27	24	28	29	21
Visual Basic for Applications	2 days	\$650						2/3						
Project														
Project Introduction	1 day	\$325			10		17		6		14		19	
Project Intermediate	1 day	\$325				1		4		9		8		22
Microsoft Basics														
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.

Microsoft Office				Outlook			
Word				Publisher			
Focus on Tables	Half Day	\$200		Publisher Introduction		1 day	\$300
Focus on Mail Merge	Half Day	\$200		Visio			
Report Writing	1 day	\$325		Visio Introduction		1 day	\$325
Excel				Visio Intermediate		1 day	\$325
Focus on Charts	Half Day	\$200		General Computing			
PowerPoint				Basic Computer Knowledge		1 day	\$300
PowerPoint Introduction	1 day	\$300		Microsoft Basics			
PowerPoint Intermediate	1 day	\$300		Productivity Fundamentals		1 day	\$300
Access							
Access Introduction	1 day	\$300					
Access Intermediate	2 days	\$650					
Advanced Querying Techniques	1 day	\$325					

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