Course Schedule January – December 2024

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If you need training outside of the following scheduled dates, please call us to discuss your training requirements.

Application	Duration	Price (excl GST)	JAN 2024	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Microsoft Office														
Word														
Word Introduction	1 day	**$325**	16	1	6	9	2	5	11	13	18	3	7	10
Word Intermediate	1 day	**$325**	23	7	20	2	9	13	16	19	26	9	14	11
Word Advanced	1 day	**$350**	30	14	15	16	17	24	31	22	12	18	20	9
Focus on Formatting	Half Day	**$250**	19	27	11	30	23	26	17	14	5	22	28	20
Taming Troublesome Reports	Half Day	**$250**	19	27	11	30	23	26	17	14	5	22	28	20
Excel														
Excel Introduction	1 day	**$325**	17	2	5	18	1	4	19	7	16	10	6	3
Excel Formula and Function Basics	Half Day	**$250**	18	21	7	17	8	14	1	6	10	23	19	4
Excel Intermediate	1 day	**$325**	24	8	19	4	7	12	23	9	17	15	13	5
Excel Data Manipulation	1 day	**$350**	31	13	25	11	15	18	24	12	19	30	22	17
Excel Advanced	2 days	**$700**		15/16			27/28			20/21			26/27	
Focus on Pivot Tables	Half Day	**$250**	18	21	7	17	8	14	1	6	10	23	19	4
Advanced Formulas and Functions	1 day	**$350**	22	23	27	10	14	21	30	15	11	24	5	16
Visual Basic for Applications	2 days	**$700**			21/22			10/11			24/25			
Project														
Project Introduction	1 day	**$350**	11		13		21		3		4		12	
Project Intermediate	1 day	**$350**		20		23		19		8		16		12
PowerPoint														
PowerPoint Introduction	1 day	**$325**	10		14		29		9		3		21	
PowerPoint Intermediate	1 day	**$325**		9		24		25		1		8		19
Microsoft Basics														
Computer Basics	1 day	**$325**	15	28	12	3	16	27	18	5	13	1	8	19
Outlook Business Tools and Tips	Half Day	**$250**		22	8		30		25		23		4	
Using Outlook for Time Management	Half Day	**$250**	9	22	8		30		25		23		4	

On Demand Courses

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

Microsoft Office		
Word		**(excl GST)**
Focus on Tables	Half Day	**$250**
Focus on Mail Merge	Half Day	**$250**
Report Writing	1 day	**$350**
Excel		
Focus on Charts	Half Day	**$250**
PowerPoint		
PowerPoint Introduction	1 day	**$325**
PowerPoint Intermediate	1 day	**$325**
Access		
Access Introduction	1 day	**$350**
Access Intermediate	2 days	**$700**
Advanced Querying Techniques	1 day	**$350**

Outlook		**(excl GST)**
Business Tools and Tips	Half Day	**$250**
Using Outlook for Time Management	Half Day	**$250**
Publisher		
Publisher Introduction	1 day	**$325**
Visio		
Visio Introduction	1 day	**$350**
Visio Intermediate	1 day	**$350**
General Computing		
Basic Computer Knowledge	1 day	**$325**
Microsoft Basics		
Productivity Fundamentals	1 day	**$325**

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

Updated: 12/12/2023