

Application	Duration	Price (excl GST)	JAN 2019	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Microsoft Office (all courses are now offered in versions 2007, 2010, 2013 and 2016)														
Word														
Word Introduction	1 day	\$300	14	11	1	4	3	4	4	13	4	11	7	2
Word Intermediate	1 day	\$300	17	8	22	9	22	13	19	21	10	17	11	13
Word Advanced	1 day	\$325	23	14	26	12	28	20	25	30	16	22	13	19
Focus on Formatting	Half Day	\$200		15		5		6		6	6	18		3
Focus on Tables	Half Day	\$200		15			30		16			18		3
Focus on Mail Merge	Half Day	\$200			5					6				
Taming Troublesome Reports	Half Day	\$200			5	5	30	6	16		6			
Report Writing	1 day	\$325	25		15		27		17		26		5	
Excel														
Excel Introduction	1 day	\$300	15	7	6	2	6	7	10	5	12	8	15	9
Excel Formula and Function Basics	Half Day	\$200	18	19	13	3	20	11	12	7	17	10	18	11
Excel Intermediate	1 day	\$300	21	12	14	8	21	12	18	9	23	16	19	12
Excel Data Manipulation	1 day	\$325	24	13	19	10	29	14	23	16	25	21	22	17
Excel Advanced	2 days	\$650			20/21	17/18		18/19		19/20		23/24		
Focus on Pivot Tables	Half Day	\$200	18		13		20		12		17		18	
Focus on Charts	Half Day	\$200		19		3		11		7		10		11
Advanced Formulas and Functions	1 day	\$325			22			25			2			17
Visual Basic for Applications	2 days	\$650			7/8		22/23		25/26		9/10		20/21	
PowerPoint														
PowerPoint Introduction	1 day	\$300	23	20		11		5		12		9		5
PowerPoint Intermediate	1 day	\$300			15		27		24		3			16
Access														
Access Introduction	1 day	\$300	16	7	8	15	2	19	5	14	5	7	12	4
Access Intermediate	2 days	\$650						25/26			12/13			5/6
Advanced Querying Techniques	1 day	\$325	22	13	21	29	24	27	17	22	18	25	21	16
Project														
Project Introduction	1 day	\$325	16		12		6		11		20		6	10
Project Intermediate	1 day	\$325		26		17		21		15		22		18
Publisher														
Publisher Introduction	1 day	\$300		14			3			27			4	
Visio														
Visio Introduction	1 day	\$325	22		7	1	31		9	26	11		14	2
Visio Intermediate	1 day	\$325		26		16		14		29		15		20
General Computing														
Basic Computer Knowledge	1 day	\$300												
Microsoft Basics														
Computer Basics	1 day	\$300	25		20		23		26		24		20	
Productivity Fundamentals	1 day	\$300		20		30		21		8		7		19

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