

Application	Duration	Price (excl GST)	JUN 2020	JUL	AUG	SEP	OCT	NOV	DEC
<b>Microsoft Office (all courses are now offered in versions 2007, 2010, 2013 and 2016)</b>									
<b>Word</b>									
Word Introduction	1 day	\$300	11	16	18	2	12	17	1
Word Intermediate	1 day	\$300	12	2	24	10	14	19	8
Word Advanced	1 day	\$325	16	1	31	11	20	26	14
Focus on Formatting	Half Day	\$200	9	21	19	14	15	16	18
Focus on Tables	Half Day	\$200		21				16	
Focus on Mail Merge	Half Day	\$200	9				15		
Taming Troublesome Reports	Half Day	\$200		1		14		23	
Report Writing	1 day	\$325	22		3		21		15
<b>Excel</b>									
Excel Introduction	1 day	\$300	19	22	17	1	20	12	7
Excel Formula and Function Basics	Half Day	\$200	17	29	10	15	22	4	2
Excel Intermediate	1 day	\$300	15	7	14	3	29	27	9
Excel Data Manipulation	1 day	\$325	8	14	20	7	27	25	17
Excel Advanced	2 days	\$650	9/10			23/24			22/23
Focus on Pivot Tables	Half Day	\$200		29		15		4	
Focus on Charts	Half Day	\$200	17		10		22		2
Advanced Formulas and Functions	1 day	\$325	24	10	11	16	12	5	17
Visual Basic for Applications	2 days	\$650			24/25				15/16
<b>PowerPoint</b>									
PowerPoint Introduction	1 day	\$300		24		21		17	10
PowerPoint Intermediate	1 day	\$300	12		5		9		22
<b>Access</b>									
Access Introduction	1 day	\$300	18	6	13	4	9	24	10
Access Intermediate	2 days	\$650			20/21				
Advanced Querying Techniques	1 day	\$325	11	14	31	21	13	5	23
<b>Project</b>									
Project Introduction	1 day	\$325		17		8		23	3
Project Intermediate	1 day	\$325	18		3		19		16
<b>Publisher</b>									
Publisher Introduction	1 day	\$300		24		16		30	
<b>Visio</b>									
Visio Introduction	1 day	\$325		22		9		24	
Visio Intermediate	1 day	\$325	25		5		16		21
<b>General Computing</b>									
Basic Computer Knowledge	1 day	\$300							
<b>Microsoft Basics</b>									
Computer Basics	1 day	\$300		23		8		30	
Productivity Fundamentals	1 day	\$300	10		11		16		21

**Let us know what training you need and we will work with you to deliver it.**

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