COURSES AVAILABLE

Introduction to Computers	Microsoft PowerPoint	Internet Explorer
Windows (all versions)	Microsoft Project	QuickBooks
Microsoft Office	Microsoft Access	MYOB
Microsoft Word	Microsoft Publisher	Lotus Notes
Microsoft Excel	Microsoft FrontPage	Adobe Acrobat
Microsoft Outlook	Microsoft Visio	SharePoint

COURSE STRUCTURE

- Courses can generally be classified as Introductory, Intermediate or Advanced.
- The content of each course can be customised to suit your needs.
- Courses are conducted in sessions of 3.5 hours in duration.

COURSE DURATION

- Courses can be taken as a half day, full day or on an hourly basis.
- The starting and finishing times can be negotiated
    - i.e. start at 9.00 am and finish at 12.30 pm
    - or start at 12.00 pm and finish at 3.30 pm.
- Morning and afternoon refreshments are provided.
- Each participant will have a desk, computer and will be provided with the appropriate course materials.
- Training can be done on a one-to-one basis or a group of up to five participants.
- There is a Help Desk Facility available to all course participants on completion of training.

If the software you require is not listed here, please contact feel free to contact us.

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