

Workplace Computer Training



Computer Training Academy
 Suite 2407, Level 4, Southport Central Complex, Commercial Entry (Tower 2)
 5 Lawson St, Southport
Postal: PO Box 1153, Southport QLD 4215
P: 07 5561 1477 **F:** 07 5561 1566 **E:** tafw@ozemail.com.au **W:**
www.womenatworkinternational.com
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Small Training Groups	Office Work Essentials	1 & 2 Day Classes	Optional BYO Laptop
1 Day Beginners \$195	2 Day Users \$295	2 Day MYOB \$325	Bookkeeping or Payroll \$270

COURSE (Manuals Included)	DESCRIPTION	DATES & TIMES (All classes 9am-2:30pm)	
INTRO to Computers	The perfect start to computers, Intro to MS Word, MS PowerPoint, MS Excel, MS Publisher, MS Outlook & MYOB, Internet, Email, Typing and Saving files. Intro to File Mngt. This will help boost confidence and lose fear of computers. New to computers?? Start with this course.	Feb 3	Mar 13
		Feb 15	Mar 29
		Feb 27	
MS WORD for Beginners	Create basic everyday letters & documents . Typing, saving, editing, formatting text, changing margins, inserting bullets, cut/copy & paste text, page orientation, page breaks, printing, text & paragraph alignment. File management.	Feb 16	Mar 14
		Feb 28	
MS WORD for Users (Intermediate)	Intermediate course for more complex documents . Learn how to customise bullets & numbering, word art, insert and format tables, insert clip art and pictures, page art borders, mail merge letters, headers & footers. Also a must for getting those documents to a professional business standard to help increase resume and cover letter presentation.	Feb 20/21	Mar 16/19
MS EXCEL for Beginners	Create basic spreadsheets from scratch including data entry and formatting. Understand cell ranges, inbuilt formulas such as Autosum and essential simple formulas to add, subtract, multiply and divide. Very widely used in all businesses,	Feb 8	Feb 29
		Feb 17	Mar 15
MS EXCEL for Users (Intermediate)	Intermediate spreadsheets , learn how to work with multiple sheets, create graphs/charts, IF functions, autofill formulas, 3D formulas, paste special, printing of large spreadsheets and absolute formulas.	Feb 6/7	Mar 23/26
		Feb 22/23	
Bookkeeping Essentials	Intro to day to day "manual" financial record keeping . Very helpful in understanding bookkeeping before using MYOB.	Mar 2	Mar 20
MYOB for Beginners	Learn how to use this popular electronic accounting package for day to day bookkeeping and financial records management . This level will teach you how to use this accounting database program to enter client details, banking, sales and purchases, reconciling chq accounts, profit & loss reports and calculating GST.	Feb 9/10	Mar 21/22
		Mar 5/6	
MYOB for Users (Intermediate)	This level is for MYOB operators who wish to learn more advanced features of MYOB . How to start new companies, lodge and prepare BAS statements, close end of year accounts, trial balance, depreciation of assets, inventory, tax codes, cash flows, EFTPOS, setup new financial year accounts and preparation of budgets	Mar 8/9	Mar 27/28
MYOB Payroll	This is for MYOB operators who wish to learn how to process payroll and all associated entitlements and reports .	Mar 7	Mar 30
MS PUBLISHER	This program is a marketing design tool to prepare flyers, business cards, invitations, calendars, newsletters & menus etc	Feb 13	Mar 20
		Mar 2	
MS OUTLOOK & INTERNET	Send emails with attachments such as resumes, cover letters & photo's. Learn to make appointments in the electronic calendar, tasks and manage your contacts more effectively. Learn how to "Google" more efficiently to search the internet.	Feb 2	Mar 12
		Feb 24	
MS POWERPOINT	Create slideshow presentations . Business and personal photo slideshows for any event. Learn the essentials including animations and transitions.	Feb 14	Mar 30
		Mar 1	