



Do you need Computer Training?



ATTEND A FULL DAY MICROSOFT HANDS ON COURSE

\$150
Incl. GST

- ✓ Improve your Computer Skills
- ✓ Become more Efficient
- ✓ Small Class Sizes
- ✓ Highly Skilled Trainers
- ✓ Tax Deductible Courses
- ✓ Each student has their own computer to use

BOOK NOW FOR SEPTEMBER AND OCTOBER 2010!



Microsoft Word 2007

- Working with Tables
- Headers and Footers
- Working with Mail Merge
- Paragraph Numbering
- Creating Forms
- Graphics and Drawing

TICK CHECK BOX TO
SELECT COURSE

\$150 Friday, 3rd Sept
Incl. GST 9:00am - 4:00pm

\$150 Wednesday, 15th Sept
Incl. GST 9:00am - 4:00pm



Microsoft Excel 2007

- Using and creating formulas in Excel
- Excel Functions
- Charting and Graphs
- Spreadsheet creation and design
- Working with Records and Fields
- Using Excel with other programs

TICK CHECK BOX TO
SELECT COURSE

\$150 Friday, 10th Sept
Incl. GST 9:00am - 4:00pm

\$150 Wednesday, 22nd Sept
Incl. GST 9:00am - 4:00pm



Microsoft Publisher 2007

- Creating your own brochures/leaflets
- Working with Text and WordArt
- Creating Graphics and Drawing
- Working with Tables
- Advanced Text Techniques
- Design Hints and Tips

TICK CHECK BOX TO
SELECT COURSE

\$150 Friday, 17th Sept
Incl. GST 9:00am - 4:00pm

\$150 Wednesday, 29th Sept
Incl. GST 9:00am - 4:00pm



Microsoft PowerPoint 2007

- Building a Presentation
- Adding Special Effects
- Enhancing your presentation
- Designing and running a Slideshow
- Creating and Editing Charts

TICK CHECK BOX TO
SELECT COURSE

\$150 Friday, 24th Sept
Incl. GST 9:00am - 4:00pm

\$150 Wednesday, 6th Oct
Incl. GST 9:00am - 4:00pm

ENROLMENT FORM - FAX TO 5594 5565 OR EMAIL sales@computabletraining.com.au

Attendee Name: _____

Phone: _____ Mobile: _____

Email: _____

Payment: Credit Card Cheque Direct Deposit [Payment to be received 7 days prior to course date]

Card Type: Visa Mastercard Amount: \$ _____

Card Number: _____

Card Expiry: (mm/yy) ____ / ____ Cardholders Name: _____

Signature: _____ Verification Code: _____

DISCOUNTS

2 Courses	\$280 incl GST	- Save \$20
3 Courses	\$420 incl GST	- Save \$30
4 Courses	\$550 incl GST	- Save \$50

For more information please
call (07) 5594 5566



Terms and Conditions: If you are unable to attend, please contact us a minimum of 48 hours prior to the course for a full refund, minus a \$20 administration fee.

All classes are subject to minimum enrolments. Comput-able Training endeavours to ensure all courses are conducted on scheduled dates, but reserve the right to alter dates as required.

Comput-able Training is committed to protecting your privacy and the confidentiality and security of personal information provided by you to us. We are happy to take credit card payments over the phone for your security.

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www.computabletraining.com.au