




Computer Training Schedule

May – July 2011

Half Day Courses	Price	MAY	JUN	JUL
Windows File Management				
File Management	\$145		1 (am)	
Microsoft Excel				
Creating a Basic Spreadsheet	\$145	10 (am)	20 (am)	
Formatting and Managing Worksheets	\$145	18 (am)	29 (am)	
Data Manipulation	\$145	24 (am)		5 (am)
Analysing Data	\$145		2 (am)	13 (am)
Automating Excel	\$145		10 (am)	26 (am)
Microsoft Word				
Creating a Simple Document	\$145	10 (pm)	20 (pm)	
Organising your Document	\$145	18 (pm)	29 (pm)	
Using Templates and Mail Merge	\$145	24 (pm)		5 (pm)
Styles, Graphics and References	\$145		2 (pm)	13 (pm)
Automating Word	\$145		10 (am)	26 (pm)
Microsoft Outlook				
Outlook Basics	\$145		13	
Microsoft Access				
Microsoft Access Introduction - Two three hour modules	\$290		23/28	
Microsoft Access Intermediate - Two three hour modules	\$290	19/25		
Microsoft Project				
Project Introduction – Two three hour modules	\$290			6/25
Project Intermediate – Two three hour modules	\$290	3/9		
Full Day Courses	Price			
Microsoft Excel				
Excel Introduction	\$260	23		12
Excel Intermediate	\$260		14	
Excel Advanced	\$260			7
Microsoft Word				
Word Introduction	\$260	31		14
Word Intermediate	\$260	11	22	
Word Advanced	\$260			27
Microsoft Publisher				
Publisher Introduction	\$260	17		
Microsoft PowerPoint				
PowerPoint Introduction - Creating a Presentation (4 Hours)	\$185		17	
PowerPoint Advanced – Presentation Production	\$260	26		
Microsoft Outlook				
Managing Work with Outlook	\$260	20		

Training times:
Full day 9.00 am – 4.00pm
Half day 9.00 am – 12.00 pm or 1.00pm – 4.00pm

 Our scheduled courses are a small part of the training we offer. If the course you require is not listed or the dates do not suit, please contact us and we will do our best to help you. Course dates are subject to change and will be confirmed at the time of booking. All courses are subject to a minimum of three attendees. All prices exclude GST.

We also specialise in tailored training modules, one-to-one sessions and corporate workshops designed to match your organisations goals and individual training needs.

All dates are subject to change and require a minimum number of attendees in order to proceed. We recommend you contact us to check the status of any course.

QuaySkills
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