



## Computer Training Schedule


January - March 2012

Half Day Courses	Price	JAN	FEB	MAR
<b>File Management</b>				
File Management	\$145		3	
<b>Microsoft Excel</b>				
Creating a Basic Spreadsheet	\$145	18 (am)		6 (am)
Formatting and Managing Worksheets	\$145	24(am)		14 (am)
Data Manipulation	\$145		9(am)	20 (am)
Analysing Data	\$145		14 (am)	29(am)
Automating Excel	\$145		22(am)	
<b>Microsoft Word</b>				
Creating a Simple Document	\$145	18 (pm)		6 (pm)
Organising your Document	\$145	24(pm)		14 (pm)
Using Templates and Mail Merge	\$145		9(pm)	20 (pm)
Styles, Graphics and References	\$145		14 (pm)	29(pm)
Automating Word	\$145		22(pm)	
<b>Microsoft Outlook</b>				
Outlook Basics	\$145		15	
<b>Microsoft Access</b>				
Microsoft Access Introduction - Two three hour modules	\$290		16/28 (pm)	
Microsoft Access Intermediate - Two three hour modules	\$290			13/21 (pm)
<b>Microsoft Project</b>				
Project Introduction – Two three hour modules	\$290		20/29 (pm)	
Project Intermediate – Two three hour modules	\$290			16/28 (pm)
<b>Microsoft Publisher</b>				
Publisher Introduction	\$260		27	
<b>Microsoft PowerPoint</b>				
PowerPoint Introduction - Creating a Presentation (4 Hours)	\$185		7	
PowerPoint Advanced – Presentation Production	\$260			5
<b>Microsoft Outlook</b>				
Managing Work with Outlook	\$260		13	

### 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

Contact: Kevin McRae

Ground Floor, 1 Birch Street, Dunedin

Phone: (03) 474 9943

Email: [kevin.mcrae@quayskills.co.nz](mailto:kevin.mcrae@quayskills.co.nz)

[www.quayskills.co.nz](http://www.quayskills.co.nz)

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