

Introduction to Computers

Never turned a computer on before? This is a hands-on course, using IBM compatible computers, which provide the basic knowledge to use a computer either in the workplace or at home. You will find out how a computer works as well as how to use Windows XP. This course will provide you with the skills to go on with more advanced computer courses, Internet & Email, Microsoft and our Self Paced Classes.

Prerequisites: No prior knowledge of computers or Windows is required.

Cost: \$100 or \$70 conc.

Duration: 10 hours (4 x 2½ hr. sessions).

PC3	Thurs	20 th May	9.30-12pm
	Thurs	27 th May	9.30-12pm
	Thurs	3 rd June	9.30-12pm
	Thurs	10 th June	9.30-12pm
PC4	Thurs	17 th June	9.30-12pm
	Thurs	24 th June	9.30-12pm
	Thurs	1 st July	9.30-12pm
	Thurs	8 th July	9.30-12pm

Internet & Email

Learn how to use the internet. Create your own email address! Keep in contact with friends and relatives all over the world. This is a great course for all ages.

Prerequisites: Experience with Windows XP is required.

Cost: \$100 or \$70 conc.

Duration: 10 hours (4 x 2½ hr. sessions)

WB 3	Thurs	20 th May	1-3.30pm
	Thurs	27 th May	1-3.30pm
	Thurs	3 rd June	1-3.30pm
	Thurs	10 th June	1-3.30pm
WB 4	Thurs	17 th June	1-3.30pm
	Thurs	24 th June	1-3.30pm
	Thurs	1 st July	1-3.30pm
	Thurs	8 th July	1-3.30pm

Self Paced Learning

Choose one: MYOB, or Office 2003, Level 1 or 2 in Word, Excel, PowerPoint, Access, Publisher and Outlook. In the classroom you will be supported by an expert trainer and a comprehensive manual full of explanations and exercises. The course runs over 5 weeks with weekly 3-hour sessions. This class offers you flexibility and choice as you will be learning in class and can continue by taking your manual home with you. It's designed to guide you through your learning. If you complete your course purchase another manual, at your own pace.

Prerequisites: Experience with computers equivalent to "Introduction to Computers" course.

Cost: \$170 or \$140 conc. Additional manuals \$40

Duration: 15 hours (5 x 3hr. sessions)

Course Details: See over for outlines of the courses.

SP3	Fri	4 th June	9.30-12.30	Fri	25 th June	9.30-12.30
	Fri	11 th June	9.30-12.30	Fri	2 nd July	9.30-12.30
	Fri	18 th June	9.30-12.30			

SP4	Fri	9 th July	9.30-12.30	Fri	30 th July	9.30-12.30
	Fri	16 th July	9.30-12.30	Fri	6 th Aug	9.30-12.30
	Fri	23 rd July	9.30-12.30			

Internet Cafe

Mon 9:30am – 8pm

Tue & Wed 9:30am – 5pm

Thur & Fri 9:30am – 4pm

Saturday 9:30am - 12:30pm

*Times vary during school holidays

Monday Twilight Special !

5pm - 8pm \$2 per hour.

0-20min = \$2.00 (min. charge)

30min = \$2.50

45min = \$3.75

\$5.00 per hour

Printing Black & White

A4 - 20 cents per page

A3 - 40 cents per page

CD Burning-\$5

Send a Fax

Sending:	First page	Following
Local	\$2.00	Zero
Interstate	\$2.50	\$0.50
Overseas	\$4.00	\$1.00

Publisher

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Publisher 2003 effectively. **Learning Outcomes:** At the completion of this courseware participants will be able to:

- get around the Publisher screen, menus and toolbars
- create, save and print a new publication
- work with a Publisher publication
- create and work with text boxes in Publisher
- layout a publication using text boxes
- layout a newsletter publication
- create and work with tables in Publisher
- work with tabs, bulleted lists and numbered lists
- enhance publications using Publishers drawing tool
- create and use WordArt to enhance your publications
- merge a publication and a data source to produce a personalised mailout.

Target Audience: People who wish to improve their knowledge and skills in the use of Publisher.

Excel

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Excel 2003 to create everyday worksheets and reports. **Learning Outcomes:** At the completion of this courseware participants will be able to:

- learn how to start Excel and navigate a workbook
- create a simple and useful workbook
- work with workbooks
- select cells and ranges using a variety of techniques

- create a variety of different formulas
- copy and fill cells
- format a workbook to make it more visually appealing
- insert and delete rows and columns
- use functions to perform calculations
- create formulas containing absolute references
- print workbooks
- sort data in a worksheet
- create charts.

Target Audience: People who are new to spreadsheets and would like to learn how to use Microsoft Excel 2002 to create everyday worksheets and reports

Access

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Access 2003 effectively.

Learning Outcomes: At the completion of this courseware participants will be able to:

- start Access 2002 and understand the interface
- plan and understand the structure of a database table
- design a database structure
- create the database file and tables for a relational database
- set relationships between tables
- add records to tables
- import data from other sources into a database
- work with records in a table
- perform table data validations
- create queries in a relational database
- create a wide range of Select queries
- create calculated fields in queries
- create parameter queries
- use the Forms Wizard to create a range of forms
- use the Report Wizard to create a range of reports

- use the Switchboard Manager to create a menu system.

Target Audience: People who wish to improve their knowledge and skills in the use of Access

Level 1 Word

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Word 2003 effectively.

Learning Outcomes:

- Learn how to start Word and navigate a worksheet
- Create and modify documents
- Save and Print documents
- Change and set fonts, sizes and colours
- Create letters with date and simple formatting
- Learn how to use various tools like spell check
- Setting and modifying tabs

Target Audience: People who are new to windows and would like to learn how to use Microsoft Word 2003 to create letters and documents

Level 2 Word

This course aims to advance your knowledge and skill in using Microsoft Word 2003.

- Create templates
- Perform Mail merges
- Insert and use tables and graphics
- Create Table of Contents and Indexes
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Target Audience: People who have completed an introductory course in Microsoft Word. It is ideal for office, club or home use.

PowerPoint

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft PowerPoint 2003 effectively.

Learning Outcomes: At the completion of this courseware participants will be able to:

- describe the use of PowerPoint and be familiar with the application window
 - navigate an existing presentation
 - design, create and save a presentation
 - format and manage text and apply WordArt
 - insert and modify clip art
 - create tables, charts and diagrams
 - create drawings and layer objects
 - modify the slide masters and add slide numbering
 - animate text, objects and slides
 - navigate slide shows and manage hyperlinks
 - set up shows for kiosks and speakers and pack presentations
- print a range of handouts and publish the presentation as

Outlook

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Outlook 2003 effectively.

Learning Outcomes:

start Outlook and navigate around the screen

- get help from the Outlook help system
- maintain Outlook's contacts database
- send and receive mail messages
- get the most out of e-mail
- sort and manage mail folders
- customise e-mail stationery and formatting
- organise work using Outlook Calendar

- manage appointments using Outlook
 - schedule and organise meetings using Outlook
 - manage workflow using Outlook Tasks
 - use Outlook Contacts to record details of all interactions with a contact
 - assign work to team members using task requests
 - record and manage activities using the Outlook Journal
- use Outlook's note taking facility

MYOB Version 18

MYOB is a computerised accounting package.

Learning outcomes:

Start, navigate around, and exit MYOB

Create a new company file in MYOB
Modify a chart of accounts to suit specific business needs

Enter account opening balances into a new company file

Enter historical balances for customers and suppliers

Enter customer and supplier details into MYOB's card file

Setup inventory for a new company file

Use the purchasing features of MYOB

Pay for purchases that have been made from suppliers

Make sales to customers

Deal with more complex invoicing matters

Record customer payments

Work with inventory on a day-to-day basis

Write cheques to make payments

Perform a bank reconciliation

Produce a variety of business related reports

Understand how MYOB is used to track GS