

## UGRADED OR UPGRADING TO OFFICE 2007?




All our courses are available in either 2003 or 2007 versions of Office. Please specify when making your booking the version you wish to be trained in. If no version mentioned then 2003 will be used by default.








## **1/2 Price Courses**

### NEW FINANCIAL YEAR SPECIAL

For every course where you pay the standard training rate you can book on any other course and receive 50% off the second course.

*Second course cannot be of greater value than the first course  
Valid for any booking placed in July 2009*




INTRODUCTION TO Microsoft Windows & Office		Jul-09	Aug-09	Sep-09	Oct-09
	Introduction to Computers (9am-1pm)	6 – 9	3 – 6	7 – 10	5 - 8
	Introduction to Computers & Email (9am-1pm)	6 – 10	3 – 7	7 – 11	5 - 9
	Email Essentials (9am-12noon)	10	7	11	9
	Internet Essentials (1pm-4pm)	10	7	11	9

ONE DAY COURSES (9am – 4pm):		Jul-09	Aug-09	Sep-09	Oct-09	
<b>WORD PROCESSING</b>						
	Microsoft Word	Introduction	1 or 13	3 or 24	1 or 17	6 or 27
		Intermediate	7 or 21	10 or 19	7 or 24	12 or 28
		Advanced	30	31	29	15
<b>SPREADSHEETS AND DATA ANALYSIS</b>						
	Microsoft Excel	Introduction	2 or 14	4 or 25	2 or 18	5 or 26
		Intermediate	8 or 22	11 or 26	8 or 25	7 or 22
		Advanced	31	28	30	16
<b>DIGITAL PRESENTATIONS</b>						
	Microsoft PowerPoint	Introduction	3	5	3	8
		Advanced	29	27	23	23
<b>DESKTOP PUBLISHING</b>						
	Microsoft Publisher	Introduction	6	6	4	13
<b>DIAGRAMS AND DRAWINGS</b>						
	Microsoft Visio	Introduction	20	14	10	16
<b>WEB PAGE DESIGN</b>						
	Microsoft FrontPage	Introduction	8	14	☎	15
		Advanced	27	21	☎	☎
<b>COMMUNICATIONS AND CONTACT MANAGEMENT</b>						
	Microsoft Outlook	Introduction	10	13	11	9



**TRAINING DEVELOPMENT**



TWO DAY COURSES (9am-5pm)			Jul-09	Aug-09	Sep-09	Oct-09
<b>PROJECT MANAGEMENT</b>						
	Microsoft Project	Introduction	16 & 17	20 & 21	17 & 18	22 & 23
<b>DATABASE DESIGN AND MANAGEMENT</b>						
	Microsoft Access	Introduction	16 & 17	17 & 18	14 & 15	1 & 2
		Advanced	30 & 31	☎	21 & 22	☎
<b>PROGRAM AUTOMATION (Macros and Programming)</b>						
	VBA in Microsoft Excel	Introduction	23 & 24	☎	24 & 25	☎
	VBA in Microsoft Access	Introduction	☎	13 & 14	☎	29 & 30

WORKSHOPS:	Jul-09	Aug-09	Sep-09	Oct-09
Introduction to Basic Office Skills (1.30 – 4.30pm) (2 days)	☎	☎	☎	☎
Microsoft Windows (9am – 12noon)	☎	☎	☎	19
Microsoft Excel Charting (1– 4pm)	23	12	☎	19
Microsoft Excel - Database and Lists (9am – 12noon)	24	☎	☎	☎
Pivot Tables (9am – 1pm)	29	12	9	☎
Mail Merge (1 – 4pm)	☎	20	9	☎
Working with Large Documents – Styles (9am – 1pm)	15	20	☎	14
Enhancing Your Document – using Tables (1 – 4pm)	15	☎	☎	14

**HOW TO BOOK:**

Please contact us at:

**Phone:** 9228 9289

**Fax:** 9228 3298

**Email:** [training@sbstraining.com.au](mailto:training@sbstraining.com.au)

**Webpage and Online registration:** <http://www.sbstraining.com.au/>

**Now available:**



**Also Available**

**MYOB Training** – Call for your MYOB training requirements,

**One on one Training** - Ideal if you prefer to learn alone or if your learning requirements are not met by a scheduled course. One on one training offers the ability to tailor the session to meet your requirements.

**Customised Training** - You name it we will customise it for you. Delivery can either be conducted at Step by Step or if you prefer it can be conducted at your premises

**Database Maintenance** - Do you have a database that needs new reports or maybe just a little bit of tweaking? If so we may be able to assist you.