



Screen Smart

Software Training & Application Development

Software Training

Screen Smart offers:

- * **Hands-on tuition** - Fully equipped training centre with individual PCs for use throughout the course.
- * **Personal attention** - Small class size with a qualified, professional trainer.
- * **Comprehensive course materials** - Use them for reference after the course.
- * **Practical examples** - Start to benefit as soon as you get back to the office.
- * **Courses for all levels** - Introductory, intermediate and advanced. Upgrade courses and courses designed for managers.
- * **Free telephone support** - Check up on that forgotten detail after the course.

Course Schedule 29 March 2010 to 30 July 2010

Word Processing	1 st Course	2 nd Course	3 rd Course
Microsoft Word 2002/2003 Level 1	19 April	12 May	30 June
Microsoft Word 2002/2003 Levels 2 & 3	31 March, 1 April	13, 14 May	1, 2 July
Microsoft Word 2007 Level 1	27 April	9 June	21 July
Microsoft Word 2007 Levels 2 & 3	28, 29 April	10, 11 June	22, 23 July

Spreadsheets	1 st Course	2 nd Course	3 rd Course
Microsoft Excel 2002/2003 Levels 1 & 2	3, 4 May	28, 29 June	
Microsoft Excel 2002/2003 Levels 3 & 4	12, 13 April	7, 8 June	19, 20 July
Microsoft Excel 2002/2003 Levels 5 & 6	6, 7 May	17, 18 June	
Microsoft Excel 2007 Levels 1 & 2	8, 9 April	3, 4 June	26, 27 July
Microsoft Excel 2007 Levels 3 & 4	20, 21 May	8, 9 July	16, 17 August
Microsoft Excel 2007 Levels 5 & 6	24, 25 May	29, 30 July	

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Databases	1st Course	2nd Course	3rd Course
Microsoft Access 2002/2003 Levels 1& 2 Microsoft Access 2002/2003 Levels 3 & 4	20,21 April On Request	23,25 June	
Microsoft Access 2007 Levels 1 & 2 Microsoft Access 2007 Levels 3& 4	29,30 March On Request	10,11 May	

Other	1st Course	2nd Course	3rd Course
Intro to Windows 2002 (XP)	On Request		
Intro to Windows Vista	5 May	14 June	
Intro to Microsoft Office 2003	On request		
Microsoft Outlook	19 May	14 July	18 August
Microsoft PowerPoint 2002/2003 Levels1 & 2	22,23 April	21,22 June	
Microsoft PowerPoint 2007 Levels 1& 2	31 May, 1 June		
Microsoft Publisher	2 June		
Microsoft Visio	14 April		
Microsoft Project Levels 1 & 2	15,16 April	17,18 May	15,16 June
Microsoft Project 2003 Level 3	30 April		
QuickBooks	6,7 April		
M.Y.O.B.	26,27 May		
Adobe Acrobat	28 May		
Adobe Photoshop	On Request		
Adobe Dreamweaver, Flash, Fireworks	On Request		
Adobe InDesign	On Request		

20% Discount

Discounts apply when more than one person attends the same course from the same organisation.

2 or 3 people 10% discount 4 or more people 20% discount

Cost of Most Training Courses as at 1 December 2009 **Cost excludes GST**

1 Day Course	\$360.00	2 Day Course	\$650.00
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Cost of more advanced or unusual courses may incur higher costs.

One on one training is available at a charge of \$140.00 per hour (plus travelling time if necessary).

Please phone for a quote on training at sites away from the Screen Smart Training Centre.

Other Courses

Tell us about your special requirements if your training need is not in the program as we are constantly updating courses offered. On request, we can also provide training in older versions of programs.

Require more information?

For any details about courses call and ask for Beth Higham. We can send you Course Outlines for any of the courses. Some courses have prerequisites. Most courses, for example, require Windows experience or attendance at our Windows introductory course.

Easy Registration

Simply Phone, Fax or e-mail to us
here at [Screen Smart](http://www.screensmart.com.au).

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