

# Computer Training

July 2008 to December 2008

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Infoxchange is a not-for-Profit organisation that offers high-quality computer skills training, course outlines can be provided upon request (see above) or by accessing our website: [www.training.infoxchange.net.au](http://www.training.infoxchange.net.au) **Try our free IT Skills Audit for your training needs before undertaking your computer skills training, visit [www.training.infoxchange.net.au](http://www.training.infoxchange.net.au)**

<i>Microsoft Office</i> ™		Course	July 2008	August 2008	September 2008	October 2008	November 2008	December 2008
Introduction	Excel 2003	1 day	Tue 8	Tue 19	Tue 30	Tue 21	Tue 11	Tue 2
	Word 2003	1 day	Mon 7	Mon 18	Fri 26	Wed 1	Friday 28	Wed 3
	Access 2003	2 days	Thu 24 & 31			Thur 23 & 30	Thur 20 & 27	
Intermediate	Excel 2003	1 day	Tue 15	Tue 5 & 26	Fri 12	Tue 7	Tue 18	Tue 9
	Word 2003	1 day	Mon 14	Mon 4	Mon 8	Wed 15	Thur 6	Mon 1
	Access 2003	1 day		Thur 7				Thur 4
Advanced	Excel 2003	1 day	Tue 22	Tue 12	Tue 23	Tue 14	Wed 5 & Tue 25	Fri 5
	Word 2003	1 day	Mon 21	Mon 11	Mon 22	Wed 29	Thur 13	Mon 8
General	MS PowerPoint 2003	1 day		Fri 29			Wed 26	
	MS Outlook 2003	1 day		Fri 22	Mon 1			Thur 11 & Outlook Adv 18
	Desktop Publishing in Word	1 day			Tue 9	Tue 28		
<b>Other Computer courses</b>								
	PC Essentials	1 day	Tue 1		Fri 19			Fri 12 & Fri 19
	Introduction to Computers	3 x 3 hr session		Fri 1, 8, 15			Fri 7, 14, 21	15, 16, 17
	From Digital Camera to Computer	3 hour session		Fri 1		Fri 31	Fri 21	Mon 15
	Vacancy Seeker / S2S eReferral	Enquire about dates						

## Additional Courses & Training Support

- Infoxchange provides courses in the following areas through the year: **Successful Grants & Proposals, Dynamic Teams, Conflict Management and Challenging Behaviours, Project Management Workshops, Stress management** – enquire for dates
- **Touch Typing Class** Mon & Friday 6 x 2 hrs sessions \$145 (\$80 concession)
- **One to One** \$80 per hour (min 2 hr), \$27.50 ph travel Melb. Metro.
- Computer Course Times: 10am – 4pm, Pricing: 1 Day \$220, 2 Day \$380 (Concession: 1 Day \$200, 2 Day \$340) per person includes a booking fee of \$27.50
- **Hire Training Room with Computers: \$330 half day, \$495 full day (10 participants) Distance Learning: Microsoft Office self paced learning - contact us for details**

<b>Training Registration Details</b>			Date	...../...../.....
<b>Contact Person</b>				
Name	.....		Phone	.....
Position	.....		Mobile	.....
Email	.....			
Organisation	.....			
Address	.....			
Suburb/City	.....		Postcode	.....
<b>Participant Information (refer to Training Guide for course details)</b>				
Attendee	Name	Training / Course	Date/s	Price
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total Price</b>				

<b>Registration and Payment Information</b>													
To register, complete this Registration Form. <b>A tax invoice will be forwarded to you with payment details and confirmation.</b> Send this form to: Fax: (03) 9486 9344 or Post: The Training Unit, Infoxchange, 375 Johnston Street, Abbotsford 3067													
I am paying by <input type="checkbox"/> Credit Card Type: <input type="checkbox"/> Bankcard // <input type="checkbox"/> VISA // <input type="checkbox"/> MasterCard <input type="checkbox"/> cheque (Attached herewith)													
Name on Credit Card .....													
Card number													
Card Expiry		/		Signature of Card Holder .....									