

COURSE INFORMATION

All courses consist of a maximum of 4 participants and are held in our training room at:

Shop 1c Boonooroo Park Shopping Centre

Nielsens Road,

Carrara Qld 4211



Each student has a computer to work on and will receive comprehensive, easy to understand course notes and a certificate on completion of their course.

For full day classes, morning and afternoon tea is provided and there are facilities within the centre for lunch. For half day classes, morning or afternoon tea is also provided.

Many of the courses are available as evening classes. One full day breaks down to 4 x 2 hour evening classes. Evening classes incur an additional \$40 on the course price.

DA Computer Training and Repairs
Shop 1c Boonooroo Park Shopping Centre
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Carrara Qld 4211

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**Try our One-On-One
Training in your
Home or Office!**



GUIDE TO COMPUTER COURSES AND WORKSHOPS

COURSE	LENGTH	COST
MS Word Introduction.	1 Day	\$150
Topics covered: Creating & saving a document, editing a document, character formatting, printing, paragraph formatting, page setup, borders & shading.		
MS Word Intermediate	2 Days	\$275
Topics covered: Headers & footers, styles, outline view, working with lists, tables, editing tables, formulas, drawing objects, inserting graphics, section breaks, newspaper columns, templates, forms, auto-correct, auto-text, find & replace, thesaurus, managing files, using mail merge, mailing labels & catalogues.		
MS Word Advanced	1 Day	\$180
Topics covered: Bookmarks, field codes, linking, hyperlinks, footnotes & endnotes, table of contents, indexing, creating master documents, using comments tracking revisions, external documents.		
MS Excel Introduction	1 Day	\$150
Topics covered: Starting Excel, using help, create & save a workbook, manipulating data, absolute & relative addresses, formatting a workbook, printing a workbook, creating a multiple sheet workbook		
MS Excel Intermediate	2 Days	\$275
Topics covered: Absolute references, charts, working with large worksheets, range names, outline, multiple worksheets, formulas, drawing objects, functions, linking, proofing, advanced formatting, data validation, working with lists, worksheet protection, comments, templates, sharing workbooks, on-line forms		
MS Excel Advanced	2 Days	\$300
Topics covered: Nesting functions, advanced filters, validations, goal seeking, scenarios, summarizing, data, pivot tables, linking workbooks, consolidation and recorded macros		
MS Outlook Introduction	1 Day	\$150
Topics covered: Starting Outlook, email accounts, email management, contact management, tasks, appointments and events, meeting requests and responses, customizing Outlook.		
MS PowerPoint Intro	1 Day	\$150
Topics covered: Opening, new presentations, formatting slides, using drawing tools, working with graphics, using tables and charts, modifying presentations, proofing and delivering presentations.		

MS PowerPoint Advanced	1 Day	\$180
Topics covered: Building custom presentations, using multimedia in presentations, using organization charts and tables, advanced presentation techniques, advanced presentation delivery options, customizing the environment		
MS Publisher Introduction	1 Day	\$150
Topics covered: Starting MS Publisher, creating publications, formatting, working with multiple publications, working with objects and graphics, working with tables and printing publications.		
MS Windows	½ Day	\$75
Topics covered: Windows desktop, start menu, search facility, Windows explorer, creating folders and file management.		
MYOB Basics - Transactions	1 Day	\$250
Topics covered: Setup company file, process sales and customer payments, record purchases and supplier payments, spend money and make deposits, reconciliation and reporting.		
MYOB – Reconciliation & GST	1 Day	\$250
Topics covered: Find & fix imbalances when reconciling, reconcile your receivables, payables, inventory and payroll information, GST control accounts, BAS, financial reports		
MYOB – Payroll Management	½ Day	\$150
Topics covered: Setup payroll, employee details, payroll categories, pay runs, adjustments, reconcile payroll, payslips, pay employees electronically, annual leave, sick leave and superannuation.		
Digital Camera Basics	2 Hrs	\$50
Topics covered: Camera settings, downloading your images, fix red-eye, contract, brightness, cropping, emailing, printing, deleting and filing photos		
MS Publisher –Cards	2 Hrs	\$50
Topics covered: Choosing a card layout, designs, colour schemes, font schemes, adding text and graphics, adding personal touches, save and print your card.		
Ebay- Register & Buy	2 Hrs	\$50
Topics covered: Registering, username and password, My eBay, feedback, browsing, watching an item and bidding.		

Ebay – Selling 1	2 Hrs	\$50
Topics covered: Registering as an eBay seller, creating a listing, adding a photo of your item, describing your item to sell, choosing the right category, setting the sale price, payment methods accepted, listing fees and uploading to eBay.		
Ebay – Selling 2	2 Hrs	\$50
Topics covered: When your item sells, when your item doesn't sell, receiving payment, postage costs, packing your item, leaving feedback.		
Emailing – Basics	2 Hrs	\$50
Topics covered: Send, receive, forward, reply, open attachments, save attachments, add to your contacts and send to a saved contact.		
MS Word Beginners Basics	2 Hrs	\$50
Topics covered: Opening Word, typing a document, spelling and grammar checker, changing the text size, type and colour, saving and printing.		
Surfing the Web	2 Hrs	\$50
Topics covered: Opening Internet Explorer, search engines, searching for a specific topic, when you know the web address, finding pictures/images, saving images, navigating a website, adding a website to your favourites list.		
A Walk Around Windows Vista	2 Hrs	\$50
Topics covered: What is windows, windows desktop, changing the desktop, the taskbar, quick launch toolbar, notification area, the start menu, windows search, files and folders.		
Adobe Photoshop Elements	2 Hrs	\$50
Topics covered: Removing red eye, changing the brightness & contrast, cropping, enhancing the image for printing, using photo effects.		
Creating a Slide Show	2 Hrs	\$50
Topics covered: Opening Movie Maker, adding images and music, animating, saving and burning to DVD		
Scanning Techniques	2 Hrs	\$50
Topics covered: Scanning old images, slides and documents, Optical Character Recognition (OCR), printing and emailing		