

## COURSES AVAILABLE

Introduction to Computers	Microsoft PowerPoint	Exploring the Internet
Windows 10	Microsoft Project	QuickBooks
Introduction to Microsoft Office 2016	Microsoft Access	MYOB
Microsoft Word	Microsoft Publisher	MYOB - Payroll
Microsoft Excel	Microsoft Visio	Xero
Microsoft Outlook	Business Writing and Presentation	Adobe Acrobat
Cyber Security Awareness		

## COURSE STRUCTURE

- \* Courses can generally be classified as Introductory, Intermediate or Advanced.
- \* The content of each course can be customised to suit your needs.
- \* Courses are conducted in sessions of 3.5 hours in duration.

## COURSE DURATION

- \* Courses can be taken as a half day, full day or on an hourly basis.
- \* Standard start times are 9.00 am or 1.00pm, but the starting and finishing times can be negotiated
- \* Each participant will have a desk, computer and will be provided with the appropriate course materials.
- \* Training can be done on a one-to-one basis or a group of up to five participants.
- \* There is a Help Desk Facility available to all course participants on completion of training.
- \* Morning and afternoon refreshments are provided

If the software you require is not listed here, need other assistance in using a computer, please contact feel free to contact us:

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