COURSES AVAILABLE

Windows 10	Microsoft PowerPoint	QuickBooks
Introduction to Microsoft Office 365	Microsoft Access	MYOB
Microsoft Word	Microsoft Publisher	Xero
Microsoft Excel	Microsoft Visio	
Microsoft Outlook	Business Writing and Presentation	

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 2 x 1.5 hours in duration.

COURSE DURATION

* Standard start times are 9.00 am or 1.00pm, but the starting and finishing times can be negotiated

* 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.

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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training@g-cats.com.au