



Applied Education

A division of Education IT Solutions Pty Ltd

To the
Training Coordinator

Our Microsoft Office and Bookkeeping Application training classes teach staff how to successfully master a variety of applications so that they can be more productive at work. Employees who have been properly trained get up to speed faster, use more time-saving features and work with others better, which is why our training events are very useful and beneficial for many companies. Our training can be customised training at your premises with laptops supplied or at our computer training centre. If time is a factor most of our courses are available on DVD.



Computer Training Courses



**Microsoft Office
Training 2003 &
2007 Versions
available**



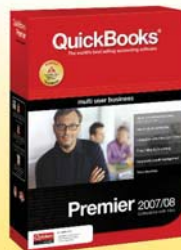
Onsite Corporate Training
NEW - Migrating to Microsoft Office 2007 - Onsite training for your company. ½ day and full day sessions available. Contact us for details.



**Computer Room
Hire - High speed
modern facilities
and equipment**



**Bookkeeping
Basics using
MYOB Accounting
2 Day Computer Course**



**Bookkeeping Basics
using Quickbooks
2 Day Computer Course**



**Microsoft 2007
Training DVD
Courseware and
Manuals**

**DON'T MISS THIS EXCITING OPPORTUNITY!
BOOK NOW TO SECURE YOUR PLACE.**

New Central Location in CBD - Level 1, 524 Hay Street, Perth WA 6000

Full Course Outlines Online - All courses are available on DVD!

At Applied Education, all our courses are instructor led with ample “hands on” examples, activities, opportunities to ask questions and instructor feedback given, so that the highest level of training is achieved.

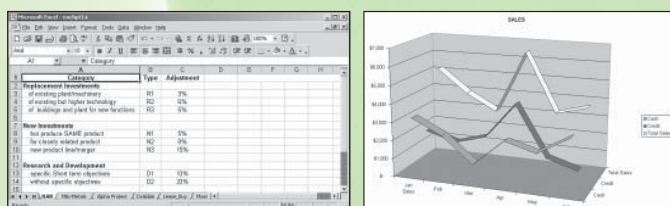
These value for money courses include a comprehensive manual, unlimited email support, morning and afternoon tea and a hot lunch for the full day courses.

Microsoft Courses



Microsoft Excel Introductory - 1 Day \$299.00

This course is designed to give any employee the skills to use Microsoft Excel efficiently and productively in the workplace. This course will save you valuable work time and will allow you to achieve more in your day.



Microsoft Excel Intermediate - 1 Day \$299.00

Participants will be able to build in the basic knowledge and skills to manipulate large workbooks, use functions, manage data and develop templates to increase productivity and practise the applications.

Microsoft Excel Advanced - 1 Day \$299.00

Enhance your computer productivity by giving you advanced skills in the use of Microsoft Excel. It is designed to introduce you to the techniques and concepts associated with effective spreadsheet operation and to get you in the advanced features of Microsoft Excel as quickly as possible.

Microsoft Visual Basic Excel - 2 Days \$699.00

This course is designed to give you the skills to create your own macros and commands using Visual Basic. It is ideal for the user with little or no prior experience in VBA and will provide you with the knowledge needed in developing your applications in Excel.

Microsoft Word Introductory - 1 day \$299.00

This course is designed to give you the skills to use Microsoft Word efficiently and productively. If you want to save time when using Word when you are creating letters, reports, CV's or any other documents, then this course is for you.

Microsoft Word Intermediate - 1 day \$299.00

Participants will be able to build on basic knowledge and skills to use graphics, tables, templates, merge documents and improve the professional presentation of documents.

Microsoft Word Advanced - 1 day \$299.00

This course aims to enhance your computer productivity with advanced skills in the use of Microsoft Word. It is designed to introduce the techniques associated with automation through the use of macros, databases, forms and other resources to save you time!

Microsoft Access; Creating your own Database - 2 days \$499

This course introduces you to the fundamentals of databases and database design. Using practical business examples you will setup your own Customer Relationship Management database to store common details such as customer contact details, stock control and customer interaction. These skills can then be applied to create your own customised database for your office. Microsoft Access is a powerful database application designed to save you time and make creating relational databases easier. Databases don't have to be confusing when you've had the right training!

Microsoft Access Advanced - 1 day \$299

Participants will be able to use their advanced skills to create and implement Access database processes, security systems, manage records, create macros and practise the applications.

Microsoft Excel Data Analysis - ½ day \$199

So you know how to use Excel, well we have designed this short half day course just for you! Quick and to the point this course will demonstrate how to get more out of your data! Quickly analyse data in excel and make sense of large amounts of information. Pivot Tables and Pivot Charts, Summarising data, Using Sorting and filtering techniques including advanced filtering, Database Functions, Lookup functions and much more.

Microsoft Word Mail Merge - ½ day \$199

Mail merging doesn't have to be difficult. This short course will demonstrate how to correctly mail merge and customise your merge using a variety of data sources. The course also covers some important automation options to save users time.

Microsoft PowerPoint - 1 day \$299.00

This practical, easy to follow course will teach you to prepare and deliver quality PowerPoint presentations with confidence. It covers the initial setup and design of a presentation through to delivery via a data projector or email.

Microsoft Outlook - ½ day \$169.00

This course aims to provide a good understanding of Microsoft Outlook. It is designed to teach the skills needed to effectively use an electronic scheduling program including email, appointment bookings and tasks.

All courses available on DVD including Manual. See back page for order form and pricing.

Microsoft Project - 1 day \$299.00

Do you manage projects such as in the construction, engineering industry or any project requiring the monitoring and planning of resources and labour? This course will enable you to manage and plan using project management tools. Designed for recording, costing, tracking and implementing projects. This one day course covers the 3 main aspects of the package. Designed to provide participants with enhanced knowledge and skills for managing projects. A must for any decision maker or project coordinator.

Microsoft Publisher - 1 day \$299.00

This course is for users who distribute documents, newsletters and other material in a presentable and professional format. Users will learn how to create publications, work with drawings, work with imported images, manipulate text, perform mail merge and prepare publications for printing.

Multimedia

Adobe Photoshop - 1 Day \$299.00

This course concentrates on the essentials and teaches you to use the tools contained within the program. Also covered are the most immediate things that first users need to know. Adobe Photoshop is the world leading image manipulation program for graphic arts and is used extensively in the printing and publishing, world wide web, photographic and graphic design industries.

Accounting & Payroll

MYOB Accounting Plus - ½ day \$169.00

Designed to give you the skills to effectively use this popular accounting software package with main focus on the GST & correct procedures for recording transactions.

Payroll Using MYOB Accounting Plus - ½ day \$169.00

This course will assist you with managing a payroll and the requirements of 1-100 employees. It demonstrates the payroll setup and day to day maintenance of employees and associated activities. The perfect solution for businesses wanting to move to an electronic employee maintenance system.

Bookkeeping Basics Using MYOB Accounting Plus -2 days \$699.00

This 2 day computer based course will provide you with the skills and procedures to enter and maintain your accounting data as well as ensure a streamlined process to transfer information to your accountant. This bookkeeping course will giving you the basics to get underway using many of the popular MYOB features from setup to BAS preparation.

MYOB Advanced - 1 Day \$299

A course designed to give MYOB users the ability to administer different business types and situations that occur with MYOB. Includes topics such as budgets, cost centres, advanced inventory and payroll.



Bookkeeping Basics Quickbooks -2 days \$699.00

This 2 day computer based course will provide you with the skills and procedures to enter and maintain your accounting data as well as ensure a streamlined process to transfer information to your accountant. This bookkeeping course will giving you the basics to get underway using many of the popular Quickbooks features from setup to BAS preparation

QuickBooks - ½ day \$169.00

A course designed to give you the skills to effectively use this popular accounting software package with main focus on the GST and correct procedures for recording transactions.

Payroll Using QuickBooks - ½ day \$169.00

This course will assist you with managing a payroll and the requirements of 1-100 employees. It demonstrates the payroll setup and day to day maintenance of employees and associated activities.

Computer Training Rooms For Hire

The training rooms cater for 12 to 24 attendees. High speed internet, Windows XP or Vista. Software installed and tested. Morning and afternoon tea facilities included.

12 PC lab - \$890 inc GST per day
24 PC Lab - \$1200 inc GST per day



Customised Corporate Training for your organisation

We specialise in running corporate training customised to suit your needs for your staff. Onsite or at our premises we provide all equipment and manuals at any location including remote areas, mine sites etc. up to 20 notebook computers and data projector. Contact dan@appliededucation.com.au for a proposal and needs analysis.

All courses available on DVD including Manual. See back page for order form and pricing.

