

Sydney Training Schedule

February - May 2010

Environment Courses						
Software and Version	LEVEL	DAYS	February	March	April	May
Windows 2002 XP	Intro	1			☎	
Windows VISTA / 7	Intro	1	3	4	6	7
Word Processing Courses						
Software and Version	LEVEL	DAYS	February	March	April	May
Word 2002/03	Intro	2	4 & 11	3 & 10	6 & 13	5 & 12
Word 2002/03	Adv	2	18 & 25	24 & 31	20 & 27	19 & 26
Word 2003 Long Documents	Adv	1	-	17	-	24
Word 2007	Intro	2	1 & 8	5 & 12	7 & 14	4 & 11
Word 2007	Adv	2	15 & 22	19 & 26	21 & 28	18 & 25
Acrobat 6/7	Intro	1	23	22	20	26
Spreadsheet Courses						
Software and Version	LEVEL	DAYS	February	March	April	May
Excel 2002/03	Intro	2	5 & 12	4 & 11	9 & 16	6 & 13
Excel 2002/03	Adv	2	19 & 26	18 & 25	23 & 30	20 & 27
Excel 2007	Intro	2	2 & 9	1 & 8	6 & 13	7 & 14
Excel 2007	Adv	2	17 & 24	15 & 22	20 & 27	21 & 28
Excel Visual Basic Applications	Adv	2	15 & 16	-	13 & 14	-
Design, Diagram & Graphics Courses						
Software and Version	LEVEL	DAYS	February	March	April	May
PowerPoint 2002/03	Intro	1	10	9	1	3
PowerPoint 2002/03	Adv	1	24	23	22	24
PowerPoint 2007	Intro	1	2	8	9	10
PowerPoint 2007	Adv	1	16	29	30	31
Visio Professional 2002/03	Intro	1	8	-	15	-
Visio Professional 2007	Intro	1	-	-	16	-
Publisher 2002/03	Intro	1			☎	
Publisher 2007	Intro	1	-	15	-	10
Upgrade to Office 2007 Courses (from 2003) half day sessions						
Software and Version	LEVEL	DAYS	February	March	April	May
Excel 2007	Inter	1/2	2 - AM session	9 - AM session	1 - AM session	4 - AM session
Word 2007	Inter	1/2	2 - PM session	9 - PM session	1 - PM session	4 - PM session
PowerPoint 2007	Inter	1/2	19 - AM session	30 - AM session	29 - AM session	25 - AM session
Outlook 2007	Inter	1/2	19 - PM session	30 - PM session	29 - PM session	25 - PM session
Office 2007 New Features	Inter	1	☎	10	14	12

Database Courses						
Software and Version	LEVEL	DAYS	February	March	April	May
Access 2002/03/07	Intro	2	4 & 11 or 15 & 22	2 & 9 or 22 & 29	8 & 15 or 21 & 28	3 & 10 or 20 & 27
Access 2002/03/07	Inter	1	12	17	19	18
Access 2002/03/07	Adv	2	-	23 & 30	-	4 & 11
Access Visual Basic Applications	Adv	2	-	10 & 11	-	24 & 25

Mail & Workgroup Courses						
Software and Version	LEVEL	DAYS	February	March	April	May
Lotus Notes 6.X	Intro	1				
Outlook 2002/03	Intro	1	1	3	12	14
Outlook 2002/03	Adv	1	16	24	19	28
Outlook 2007	Intro	1	5	4	7	5
Outlook 2007	Adv	1	17	18	28	19

Project Management Courses						
Software and Version	LEVEL	DAYS	February	March	April	May
Project 2002/03/07	Intro	2	3 & 4 or 17 & 18	1 & 2 or 24 & 25	7 & 8 or 27 & 28	6 & 7 or 26 & 27
Project 2002/03/07	Adv	1	-	31	-	31
Mind Mapping	Intro	1				
Crystal Reports 11 NEW	Intro	2	18 & 19	22 & 23	15 & 16	17 & 18
Crystal Reports 11 NEW	Adv	2	1 & 2	-	13 & 14	-
Prince2 Foundation NEW	Intro	3	22 - 24	22 - 24	19 - 21	24 - 26

Adobe, Quark & Macromedia Courses						
Software and Version	LEVEL	DAYS	February	March	April	May
Adobe InDesign CS3/4 Essentials	Intro	2	10 & 11 or 23 & 24	10 & 11 or 22 & 23	21 & 22	3 & 4 or 26 & 27
Adobe InDesign CS3/4	Adv	2	-	17 & 18	-	5 & 6
Adobe Acrobat 9 Essentials	Intro	1	-	3	19	-
Adobe Illustrator CS3/4 Essentials	Intro	2	8 & 9	17 & 18	14 & 15	18 & 19
Adobe Photoshop CS3/4 Essentials	Intro	2	4 & 5	1 & 2 or 15 & 16	13 & 14	3 & 4
Adobe Dreamweaver Essentials	Intro	2	4 & 5	11 & 12	15 & 16	13 & 14
Captivate 4 Essentials	Intro	2	-	18 & 19	29 & 30	27 & 28
Adobe Flash CS3/4 Essentials	Intro	2	15 & 16	8 & 9	29 & 30	-
Search Engine Optimisation Essent	Intro	1	-	25	-	6

Management and Personal Development Courses (run with a minimum of 4 participants)						
Software and Version	LEVEL	DAYS	February	March	April	May
Manage Your Day	Intro	1	9	-	1	-
Customer Service Essentials	Intro	1	12	-	22	-
Business Writing	Intro	1	10	-	23	-
Project Management Essentials	Intro	1	23	-	27	-
Negotiation for Sales People	Intro	1	-	15	-	13
Business Presentation Skills	Intro	1	-	25	-	21
Personal Effectiveness	Intro	2	15 & 16	-	6 & 7	-

Technical Education Services						
Software and Version	LEVEL	DAYS	February	March	April	May
MCSE / MCP/ A+						
Netware CNE						
Lotus AEC						

Please call 1800 TO TRAIN (1800 86 87246)