

Course Summary

Course Name	Course Level				
	Intro	I	II	III	1:1
Keyboarding	✓				
MS Windows	✓	✓			✓
MS Word	✓	✓	✓	✓	✓
MS Excel	✓	✓	✓	✓	✓
MS Publisher	✓				✓
Internet/Email	✓				✓
MS PowerPoint	✓				✓
MS Outlook	✓	✓			✓
MS Access	✓				✓

Course Pricing

Half Day Course	3 hours	\$150.00
Training Byte	1 hour	\$100.00
Keyboarding	10 hours	\$150.00
Keyboarding Assessment	1 hour	\$50.00
Training Needs Analysis	1 hour	\$80.00

Pricing Per Three Hour Course

Book multiple courses for bigger discounts.

Courses per person	Prices per course
For 1 course	\$150.00
For 2-3 courses	\$120.00
For 4-5 courses	\$110.00
For 6+ courses.....	\$100.00

- All prices listed are GST exclusive
- Travel time for on-site training is additional
- Adept reserves the right to change prices

Who Should Attend?

Our courses are essential for all people who wish to gain a working knowledge of commonly used software applications. The courses are tailored to suit all skill levels from the first time user to a more advanced user.

Course Benefits

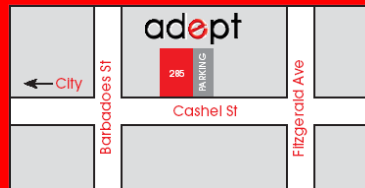
- Tailored to all skill levels with one-on-one or small groups (up to four)
- Pricing schedules available on request. You can also pay as you go.
- Hands-on practical instruction from patient tutors with relevant industry experience.
- Thorough and easy-to-follow course notes for you to take away for future reference and practise.
- Courses are available to suit the needs of a beginner, home-user, or busy business operator.
- Certificates awarded on course completion.
- Flexible times/dates to meet your schedule (where possible).

NZQA Unit Standards

- Adept is registered and accredited with NZQA and courses can be developed to include unit standard assessments in Computing and Business Information Processing

Opening Hours

8.00 am to 5.30 pm, Monday to Friday



Adept Secretarial + Training Services Ltd

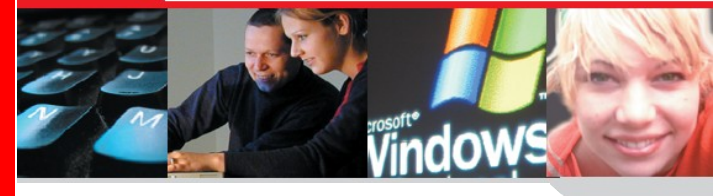
1st Floor, 285 Cashel Street, Christchurch

Tel: 03 366-9671, Fax: 03 366-7741

Email: ot@adeptsts.co.nz

Web: www.adeptsts.co.nz

adept
secretarial training services Ltd



Computer Training

- Windows
- Microsoft Word
- Microsoft Excel
- Microsoft Publisher
- Microsoft Powerpoint
- Microsoft Outlook
- Microsoft Access
- Internet/Email
- Keyboard Skills (Touch Typing)

One to three hour cost effective focused training both onsite and offsite.

Fax: 03 366-7741, Email: ot@adeptsts.co.nz
1st Floor, 285 Cashel Street, Christchurch

Tel: 03 366-9671

Course Outlines

Windows Intro

- What is Windows?
- Using the mouse, menus and dialogue boxes.
- Copying, cutting and pasting.
- Settings within My Computer and the Recycle Bin.
- Screen savers and screen wallpapers.

Windows Level One

- Saving files and planning for file management.
- Changing default folders.
- Renaming, copying and deleting files.
- Finding files using Find File.
- Creating shortcuts and using the recycle bin.

Word Intro

- Using the menu bar and dialog boxes.
- Fast keys for common tasks and highlighting.
- Fonts and point sizes.
- Using spell and grammar check.
- Print preview and print.

Word Level One

- Page orientation and margins.
- Formatting and editing text.
- Cut, copy and paste.
- Setting tabs, indents and page borders.
- Paragraph spacing and alignment.

Word Level Two

- Borders and shading.
- Creating and formatting tables.
- Mail merge and mailing labels.
- Headers, footers and page numbering.

Word Level Three

- Symbols and bullets.
- Section breaks and page setup.
- Inserting and formatting objects/clipart.
- Applying/formatting columns for newsletters.
- Drop capitals and advanced text formatting.

Excel Intro

- Using the menu bar and dialog boxes.
- Inputting text and values and formulas.
- Fast keys for common tasks and formatting.
- Editing cell contents and spell check.
- Copy, paste, fill right and fill down.
- Inserting/deleting rows and columns.

Course Outlines

Excel Level One

- Relative and absolute cell addresses.
- The Sum Function and other common functions.
- Formatting and editing of worksheets.
- Splitting panes and freezing/unfreezing columns/rows.
- 3D and external cell references.

Excel Level Two

- Inserting clipart and pictures.
- Graphs - creating and formatting (line; pie; column; 3D).
- Formatting, autoformat and paste special.
- Round functions.

Excel Level Three

- Payment and repayment functions.
- Naming cell ranges.
- "If" functions.
- Database features of Excel.
- Pivot tables and VLookup functions.

Internet Intro

- Services currently available on the Internet.
- Using links to different web pages and sites.
- Search engines and search tips.
- Navigating around the browser window.
- Using free Email services.

Outlook - Emails and Messaging

- Creating and sending messages.
- Replying to and forwarding messages.
- Viewing and recalling messages.
- Attachments, message flags and tracking.
- Adding entries to a Personal Address Book.

Outlook - Calender and Contacts

- Managing appointments, events and tasks.
- Adding entries to the Outlook address book.
- Assigning categories.
- Viewing, sorting and filtering contacts.

Publisher Intro

- Create, format and move text, clipart and graphics.
- Importing text from a word processor.
- Character spacing, symbols, bullets, fonts and point sizes.
- Spell check, newsletter layout and useful fast keys.
- Common file management tasks (eg opening, saving).

Access Intro

- Setting up basic tables, forms and reports.
- Sorting, finding, replacing and filters.
- Applying and creating queries.
- Spell check and useful fast keys.

Course Outlines

PowerPoint Intro

- Entering text/editing/formatting slide objects.
- Navigating through slides in slide view.
- Inserting clipart and applying designs.
- Using notes, page view and outline view.
- Headers/footers and master page items.

- We can also offer training to achieve a Microsoft Office User Specialist Qualification in PowerPoint.

Keyboarding/Touch Typing (10 hr)

- Hardware identification and ergonomics.
- Keyboard chart.
- The home row and keys.
- Exercises and the alphabet from A-Z.
- Letter layouts and confused letter drills.

Keyboarding Assessment (1 hr)

- Test to determine your keystrokes per minute (\$50+ GST).

Training Bytes

- Focused one-on-one training that is tailored to meet your immediate training needs. Delivered on-site or at your workplace on your computer (\$100 + GST per hour).

Suggested Packages

1. **Starter Pack**\$600 + GST
For absolute beginners.
18 hrs total - 6 x 3 hr sessions.
 - a. Windows - Intro
 - b. Word - Intro and Level One
 - c. Excel - Intro and Level One
 - d. Internet - Intro
2. **Getting Started Plus**.....\$700 + GST
28 hrs total.
 - a. 10 hrs Keyboard Skills
 - b. All six courses from Starter Pack
3. **Office Pack**.....\$360 + GST
9 hrs total - 3 x 3 hr sessions
 - a. Windows Intro or Level One
 - a. Word Level One
 - b. Excel Level One