

**Newskills Training Calendar - Microsoft Office Courses (version available 2003 or 2007)
Period: July to December 2009**



Course Title	No of Half Days	Fees	July		August		September		October		November		December	
			Date	Time	Date	Time	Date	Time	Date	Time	Date	Time	Date	Time
Introduction to PC	1	1,100	30/6	13hrs - 16hrs	3	9hrs - 12hrs	1	13hrs - 16hrs	29/9	9hrs - 12hrs	3	13hrs - 16hrs	1	9hrs - 12hrs
Windows - Beginners Level	3	3,500	1 - 3	13hrs - 16hrs	4 - 6	9hrs - 12hrs	2 - 4	13hrs - 16hrs	30/09 - 1 - 2/10	9hrs - 12hrs	4 - 6	13hrs - 16hrs	2 - 4	9hrs - 12hrs
Windows Explorer	1	1,500	2	13hrs - 16hrs	5	9hrs - 12hrs	3	13hrs - 16hrs	1	9hrs - 12hrs	5	13hrs - 16hrs	3	9hrs - 12hrs
Word - Elementary Level	3	3,500	6 - 8	9hrs - 12hrs	10 - 12	13hrs - 16hrs	7 - 9	9hrs - 12hrs	5 - 7	13hrs - 16hrs	9 - 11	9hrs - 12hrs	7 - 9	9hrs - 12hrs
Word - Beginners Level	5	5,000	6 - 10	9hrs - 12hrs	10 - 14	13hrs - 16hrs	7 - 11	9hrs - 12hrs	5 - 9	13hrs - 16hrs	9 - 13	9hrs - 12hrs	7 - 11	9hrs - 12hrs
Word - Intermediate Level	5	5,000	6 - 10	9hrs - 12hrs			7 - 11	13hrs - 16hrs			9 - 13	13hrs - 16hrs		
Word - Workshop: Table, Mailing & Labels	1	1,500	9	9hrs - 12hrs	13	13hrs - 16hrs	10	9hrs - 12hrs	8	13hrs - 16hrs	12	9hrs - 12hrs	10	9hrs - 12hrs
Word Workshop: Styles, Outline & Report	1	1,500	9	9hrs - 12hrs			10	13hrs - 16hrs			12	13hrs - 16hrs		
Excel - Elementary Level	3	3,500	13 - 15	9hrs - 12hrs	10 - 12	9hrs - 12hrs	14 - 16	13hrs - 16hrs	5 - 7	9hrs - 12hrs	16 - 18	13hrs - 16hrs	7 - 9	13hrs - 16hrs
Excel - Beginners Level	5	5,000	13 - 17	9hrs - 12hrs	10 - 14	9hrs - 12hrs	14 - 18	13hrs - 16hrs	5 - 9	9hrs - 12hrs	16 - 20	13hrs - 16hrs	7 - 11	13hrs - 16hrs
Excel - Intermediate Level	5	5,000	6 - 10	13hrs - 16hrs	17 - 21	9hrs - 12hrs	21 - 25	13hrs - 16hrs	12 - 16	9hrs - 12hrs	23 - 27	13hrs - 16hrs	14 - 18	9hrs - 12hrs
Excel - Advanced Level	5	6,900	13 - 17	13hrs - 16hrs	17 - 21	13hrs - 16hrs	14 - 18	9hrs - 12hrs	19 - 23	13hrs - 16hrs	16 - 20	9hrs - 12hrs		
Excel - Workshop: Pivot Table	1	1,500	10	13hrs - 16hrs	21	9hrs - 12hrs	25	13hrs - 16hrs	16	9hrs - 12hrs	27	13hrs - 16hrs	18	9hrs - 12hrs
Excel - Workshop: Functions	1	1,500	7	13hrs - 16hrs	18	9hrs - 12hrs	22	13hrs - 16hrs	13	9hrs - 12hrs	24	13hrs - 16hrs	15	9hrs - 12hrs
Excel - Workshop: Charts	1	1,500	8	13hrs - 16hrs	19	9hrs - 12hrs	23	13hrs - 16hrs	14	9hrs - 12hrs	25	13hrs - 16hrs	16	9hrs - 12hrs
Power Point - Beginners Level	4	4,500			25 - 28	9hrs - 12hrs			12 - 15	13hrs - 16hrs			14 - 17	13hrs - 16hrs
Power Point - Intermediate Level	2	2,500	20 - 21	9hrs - 12hrs			21 - 22	9hrs - 12hrs			23 - 24	9hrs - 12hrs		
Access - Beginners Level	5	5,500	20 - 24	13hrs - 16hrs			21 - 25	9hrs - 12hrs			9 - 13	13hrs - 16hrs		
Access - Intermediate Level	5	5,500					21 - 25	9hrs - 12hrs			9 - 13	13hrs - 16hrs		
Microsoft Office - Beginners Level	10	11,000	On Request											
Microsoft Visio	3	3,800			5 - 7	13hrs - 16hrs			26 - 28	13hrs - 16hrs				
Microsoft Project 2007	5	7,200	27 - 31	9hrs - 12hrs			14 - 18	13hrs - 16hrs			23 - 27	9hrs - 12hrs		
NEW - Microsoft Office 2007 - Upgraded	4	6,000	13 - 16 or 27 - 31	9hrs - 12hrs or 13hrs - 16hrs	25 - 28	13hrs - 16hrs	7 - 10	13hrs - 16hrs	19 - 22	9hrs - 12hrs	3 - 6	9hrs - 12hrs	1 - 4	13hrs - 16hrs
Outlook 2007	2	2,500	22 - 23	9hrs - 12hrs	3 - 4	13hrs - 16hrs	28 - 29	13hrs - 16hrs	29 - 30	13hrs - 16hrs				

- ▶ Please note that we require a minimum of 4 participants to run the course
- ▶ Please confirm your participation 15 days before start of the course. Please remember to send all relevant information to HRDC (G1 & G2 Forms)
- ▶ **OTHER TRAINING ARE AVAILABLE UPON REQUEST**