

February

Introduction to Microsoft Excel 2007/2010

Facilitator: Anne-Maree Kerr
Thursday 29 February
9.30am-2.00pm

Use Microsoft Excel to work with numbers, simple formulas and functions. We will learn how to insert data, select and format cells.

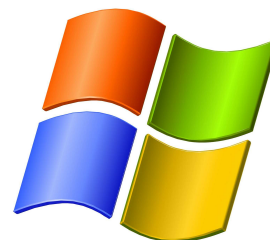


May

Intermediate Microsoft Word 2007/2010

Facilitator: Anne-Maree Kerr
Thursday 3 May
9.30am-2.00pm

Learn how to add graphics and drawings to a Word document and how to merge data to create form letters and certificates.



Training Venue:

All courses are held at
 Level 3, Bowen Library
 669 Anzac Parade
 Maroubra Junction.

Cost: \$55 for HACC funded staff/ volunteers (includes 10% GST)
 \$110 for non-HACC funded staff/ volunteers (includes 10% GST)

Full payment is due at time of booking. Full cancellation fees apply if less than 14 days notice is given as a cancellation.

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March

Intermediate Microsoft Excel 2007/2010

Facilitator: Anne-Maree Kerr
Wednesday 7 March
9.30am-2.00pm

Extend your knowledge of using Excel to control worksheets, utilise absolute and relative cell referencing and work with more advanced functions.

Introduction to Microsoft PowerPoint 2007/2010

Facilitator: Anne-Maree Kerr
Wednesday 17 May
9.30am-2.00pm

Use Microsoft PowerPoint to create a simple presentation that incorporates text, graphics, animations and sound.



Advanced Microsoft Excel 2007/2010

Facilitator: Anne-Maree Kerr
Wednesday 21 March
9.30am-2.00pm

Covering Macros, Pivot Charts and Tables, Data Consolidation, Date and Time Formulas and Data Protection. Previous experience with Microsoft Excel is essential.

Intermediate Microsoft PowerPoint 2007/2010

Facilitator: Anne-Maree Kerr
Wednesday 23 May
9.30am-2.00pm

Learn to use the full functionality of PowerPoint adding tables, charts and diagrams to enhance content. Link information from other documents and create personalised templates that reflect topic or purpose.

April

Introduction to Microsoft Word 2007/2010

Facilitator: Anne-Maree Kerr
Thursday 19 April
9.30am-2.00pm

Learn how to set out a Word Document that is easy to edit and revise. Learn how to add text, clip art and tables.

Anne-Maree Kerr is the Training Coordinator at TRI Community Exchange. She is involved in coordinating and delivering affordable IT training workshops for the community sector, government agencies, businesses and individuals.

VAST has gone online!

Do you manage volunteers?

If your answer is yes then your organisation is eligible and your volunteers can access our **FREE online Volunteer Orientation Course!**

For more information contact us at VAST.

Please also refer to our main Calendar for 2012 for other training sessions.

