



January 18th, 2010

Software Learning E-news

New Courses for 2010

Software Learning has been working hard over christmas, adding some exciting new courses and fine tuning our current courseware.

Please contact us if you would like more information on any of our new offerings, if you would like to register to attend, or you might have some fresh ideas of what we can work on next.

Looking forward to hearing your feedback!

Visual Basic for Applications (Excel)

This course comprises a 2 day workshop for the advanced user of Excel. Priced at \$495 per person (plus GST) for a public workshop, or \$4,995 (plus GST) for an in-house of up to 12 people. A public workshop has been scheduled for April 19 & 20 in Brisbane only. Call, email or register on our website to secure your seat. Expressions of interest can be taken for regional centres, once we have 6 people we will set a date. This course was introduced to one of our major clients in December, and received quality evaluations.

Microsoft Visio

Microsoft Visio enables easy assembly of diagrams using graphics. Great for timelines, planning concepts, relationships, plans & maps, flowcharts etc. The workshop will comprise a 1 day program, and will be offered as a public workshop or an in-house. Please register your interest in either delivery, and a date will be scheduled in our calendar.

Powerful Powerpoint & Presentation Skills

Designed as a Day 2 option to our popular Powerpoint Basic workshop, the participant will learn advanced skills and techniques to create a more powerful slideshow. We then focus on presentation skills such as the fear and anxiety factor, effective preparation, common mistakes, and the presentation environment. A fun, interactive workshop, the day takes you from planning and creating your presentation through to the final delivery.

Has your new role put you in front of a computer for the first time?

Basic Computer Skills workshop

For the new user to computers, we can help take away the fear, and give you confidence to begin your computer learning journey. Basic Computer Skills workshop will teach you what all the bits are called, and what they do. You will understand the common computer lingo and the keyboard will finally make some sense. Let us show you what and how the computer can help you in your day-to-day life. We will introduce basic computer know-how using simple language, explain what the internet is all about, show you how to send & receive emails, and reach out to others in "cyberspace".

Introduction to Microsoft Office

Following on from our Basic Computer Skills workshop, have you wondered what a spreadsheet is and what it is used for; how to write a simple letter; or send photos to friends and family. We can give you a basic understanding of which program is used for what, and explain the basic stuff that makes these applications really work for you. An introductory lesson in Excel, Word, Powerpoint and Outlook.

For more information on any of these workshops, call me on **ph: 1300 652 246**

or email

karen@softawarelearning.com