



 Windows 10  Office  5 DAYS OF INTENSIVE TRAINING

# MINI BOOT CAMP

TAUGHT BY A MICROSOFT CERTIFIED EXPERT • FULL DOCUMENTATION INCLUDED  
INCLUDES HUNDREDS OF REVISION EXERCISES • 5 FULL DAYS OF CUSTOMISED TRAINING  
ALL TRAINING CUSTOMISED TO THE STUDENTS ABILITY • FLEXIBLE DATES TO SUIT

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**Microsoft**  
CERTIFIED  
*Exam Provider*

Microsoft  
**Office**  
Specialist

**Adobe**

CERTIFIED  
ASSOCIATE



# Mini BootCamp

## 5 Days of Training



Duration: **5 Days** Course Code: **MBC13**

*This intensive 5 day training session is designed to impart amazing computer skills in the shortest possible time making students "job ready" in 5 days' time. This training is provided onsite making it flexible and perfect for clients of rehabilitation providers needing fresh new skills and confidence at interviews.*

### Prerequisites

This course is designed for students with varying levels of knowledge from beginner to experienced office worker. There is plenty to learn and each day builds on the knowledge of the previous days. Basic computer awareness, keyboard and mouse skills are preferable.

### Day 1 – Windows 10 Essentials (Modern Computer Essentials)

Learn properly from the ground up how to work with programs, configure the computer to suit your needs and understand what to do if something goes wrong. Learn about jump lists, navigation shortcuts, working with multiple windows, cut, copy and paste, installing programs, accessing files from digital media and understand file management. Finally understand technical jargon as well. Suitable for first time computer users to experienced office users surviving on old and antiquated knowledge from earlier versions of Windows like Windows XP.

### Day 2 – Outlook Essentials

Outlook is the most popular personal information manager (PIM) on the planet and a key part of business software and office skills. While most people assume that Microsoft Outlook is just about email it is definitely much more than that. While creating, replying and forwarding emails is certainly a regular task of Outlook, using the Contact Management tools, Meeting Requests, Reminders and Outlook Automation (including Rules) are among many of the untouched and less understood features. Using Outlook effectively is essential to working in an office environment.

### Day 3 – Word Essentials

Learn how to format documents in a few seconds instead of 20 minutes. Learn 80-100 keyboard shortcuts to save time as well as the fundamentals to creating professional documents, business reports, documentation and how to save time with templates. A real eye opener even for students that have been using Word for years. Learn how to use this software the way it was designed to be used by a Microsoft Certified Master Instructor.

### Day 4 – Excel Essentials

One of the most requested business applications on the market today. From creating simple data spread sheets and charts to advanced forecasts and trends for business intelligence this package does it all. A solid grounding of the principals of creating formulas, calculations and using standard functions is now a requirement of most job applications. This one day course will have you building spread sheets like a master!

### Day 5 – PowerPoint Essentials

Putting together ideas into a presentation for clients, board meetings, and even internal training requires some skill in using PowerPoint. Working with Charts, Tables, Text, Smart Art and Video clips and adding Transitions and Build Effects to support management meetings are great skills to have to wow your audience. This one day course will give you the opportunity to pull together all your new skills to create eye catching animated presentations with sound.

### Bonus Inclusions

Add to this the opportunity to gain International Certification (additional charges apply) and stand out from the crowd. Pass these optional exams with Genuine Certificates from Microsoft in the US to prove it. Globally recognised they are a fantastic addition to any resume for the future.

Training is provided by a Microsoft Certified Master Instructor. An Instructor, who has already passed all the exams, has over 20 years of teaching experience with students numbering in the tens of thousands, and a wealth of knowledge across hundreds of organisations both private and commercial.

### Normal Pricing

Windows 10 Essentials	\$770
Outlook Essentials	\$770
Word Essentials	\$770
Excel Essentials	\$770
PowerPoint Essentials	\$770
Full Course Documentation	YES
Decades of Experience	YES
Microsoft Certified Trainer	YES
Exactly what you need	YES
<b>Total</b>	<b>\$3850</b>

Includes GST and all required training supplies. Be job ready in a week. Book Now!

Over \$3850 worth of  
1-on-1 customised  
training for only:

**\$2750**

# Computer Essentials and Windows 10



Duration: 1 Day Course Code: Win10E

*This course is designed both for newer computer users but also for experienced users upgrading from previous versions of Windows (like Windows XP or 7 or 8). It covers all the Essential topics required for accessing files, saving data locally, the cloud and understanding how to fine tune the computer to suit the needs of the user and save time, effort and energy!*

## Learning Outcomes

By the end of this course students will be able to work confidently with a variety of Apps and Access Information from Local Drives, Network Drives, USB sticks, the Cloud and understand directory structure. They will also learn the main components in Windows 10, and where to go to make changes or if something goes wrong.

## Prerequisites

This course is designed for students with little or no knowledge of Windows or computers in general. Any previous skills (even an older version) will definitely be an advantage.

## Welcome to Windows 10

- Windows 10 Overview and History
- What's new in Windows 10
- Starting up a Windows 10 Computer
- Exploring the Windows Environment
- Standard Windows Features
- Windows Snap Features
- Working with Quadrants
- Handy Navigation Shortcuts

## Computer Terminology

- Understanding Hardware v's Software
- Bytes to Yottabytes Explained
- Megahertz and Speed Ratings
- USB, the Cloud and Storage Options Explained
- Resolution and Screen Sizes

## Understanding Files and Folders

- Understanding the Difference between Files and Folders
- Understanding the Cloud v's Local File Storage
- Using File Explorer
- Cut, Copy and Paste and Transferring Files
- Accessing Files from Digital Media like Digital Cameras
- Understand Libraries

## Working with Applications

- Using Standard Windows Apps
- Using Mail, Calendar and People Apps
- Windows Store Apps
- Downloading and Installing Windows Store Apps
- Uninstalling Unwanted Apps
- Saving/Opening Files from Apps
- Using Windows Search
- Multitasking with Apps
- Creating Virtual Desktops

## Using Microsoft Edge

- Edge v's Internet Explorer
- Using Search Engines
- Useful Internet Resources
- Favourites, History and Downloads
- Understanding inPrivate Browsing Windows
- Making Secure Online Purchases
- Customising Microsoft Edge

## Your Digital Assistant

- Introducing Cortana
- Teaching Cortana about your interests and preferences
- Customising Cortana Settings

## Windows 10 Settings

- Using Windows 10 Settings
- Accessing Control Panel
- Customising your computer
- Adjusting Date, Time and Regional Settings
- Pinning items to the Task Bar and Start Menu
- Working with Jump Lists
- Working with Tiles and Live Tiles
- Resizing/Removing or Adding Tiles to the Start Screen
- Understanding the Action Centre

## Business Applications

- Understanding Microsoft Office Applications and their Purpose
- Understanding the Adobe Suite of Products
- Using Adobe Acrobat
- Installing Adobe Flash
- Installing "Helper Apps"

## Computer Maintenance

- Monthly Tasks to keep your Computer running smoothly
- Backing up Important Files
- Cleaning up un-needed files and Programs

## Index

- Glossary of Terms
- Useful Keyboard Shortcuts



# Outlook 2013 Essentials



Duration: 1 Day Course Code: Out13E

*This course introduces the essential skills required for working with Outlook 2010. Students will learn how to work effectively with their contacts, calendar, task lists and email.*

## Learning Outcomes

By the end of this course students will be able to effectively manage their appointments and meetings, contacts, tasks and organise their email correspondence more efficiently.

## Prerequisites

This course is designed for students who are mostly self-taught on Outlook. Basic computer awareness, keyboard and mouse skills are essential.

## Getting Started

- Navigating the Outlook Interface
- Using the Outlook Bar
- Configuring Outlook Today
- Using the Folder List
- Accessing Help

## Working with Email

- Creating/Sending Messages
- Using the Address Book
- Changing Mail Folder Views
- Opening, Sending & Receiving Email Messages
- Replying/Forwarding Messages
- Printing Emails

## Managing Messages

- Saving a Draft
- Flagging Messages
- Finding Specific Messages
- Changing Read Status
- Sorting Mail Messages
- Deleting Messages
- Folder Management
- Emptying Deleted Items Folder
- Archiving your messages

## Creating an AutoSignature

- Building an AutoSignature
- Setting a Default Signature
- Inserting a Signature

## Working with Attachments

- Inserting a file into a message
- Saving as file attachment
- Opening an attachment
- The attachment viewer
- Creating Hyperlinks
- Creating/Using Office Documents

## Setting Message Options

- Changing Message Tracking Options
- Viewing Message Delivery Status

## Using the Calendar

- Working with the Calendar
- Creating Meetings/Appointments
- Responding to a Meeting Request
- Tracking Meeting Responses
- Adding a Task
- Editing Calendar Entries
- Recurring Appointments
- Changing Calendar Views
- Moving/Rescheduling Calendar Items
- Printing Calendar Items
- Saving a Calendar as a Web Page
- Deleting Calendar Items

## Working with People

- Opening the People Folder
- Creating a new Contact
- Adding Same Company Details
- Changing Contact Views
- Editing Contacts
- Flagging a Contact for Follow Up
- Sending a message to a Contact

- Organising Contact Meetings
- Exploring a Contacts Web Page
- Assigning a Task to a Contact
- Printing Contact Information
- Deleting a Contact

## Journal & Notes

- Adding a Journal Entry
- Viewing Journal Entries
- Changing the Journal View
- Opening, Printing and Deleting Journal Entries
- Using Notes
- Editing, Printing and Deleting Notes

## Organising Outlook Items

- Outlook Item Categories
- Modifying the Master Category Lists
- Creating/Deleting Folders
- Searching for items
- Using the Ways to Organise Pane



# Microsoft Word 2013 Essentials



Duration: 1 Day Course Code: WRD13E

*This course is a practical course for new users of Word 2013 or those upgrading from an earlier version and wanting to learn properly from the ground up. This course also includes hundreds of shortcuts and times saving features.*

## Learning Outcomes

By the end of this course students will be able to create, edit and modify Word documents with ease.

## Prerequisites

This course is designed for students with little or no knowledge of Microsoft Word. Basic computer awareness, keyboard and mouse skills are essential.

## Getting Started

- Starting Microsoft Office Word 2013
- Understanding the Interface
- Using Ribbons and Ribbon Tabs
- Minimizing the Ribbon
- Using the Status Bar and Mini Toolbar
- Right-click Menus
- Essential Keyboard Shortcuts
- The Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Ribbons and Task Groups
- Entering text and deleting text
- Using AutoCorrect
- Understanding paragraphs
- Spell Check as you go

## Document File Management

- Using Ribbons and Ribbon Tabs
- About Option Buttons
- Minimizing the Ribbon
- Opening and Closing Files
- Saving files - Save and Save As
- Document file types
- Using the Recent Documents list
- Switching between open documents
- Using Help

## Creating New Documents

- Creating a Blank Document
- Using Templates
- New Documents from existing documents

## Editing Techniques

- Moving around a document effectively
- Selecting Text and Selection shortcuts
- Copying and Moving Text
- Cutting, Copying, and Paste
- Understanding Paste options
- Using the Clipboard to store multiple items
- Dragging and Dropping Text
- Finding and Replacing Text
- Using Click and Type

## Efficient Formatting

- Formatting Text
- Font Type, Size and Colour
- Formatting Paragraph
- Alignment
- Paragraph Spacing and Line Spacing
- Copying Paragraph Formats
- Indenting / Unindenting / First line indent
- Using Shading effectively
- Paragraph borders

## Page Setup Options

- Inserting Manual Page Breaks
- Setting Page Margins
- Orientation - Portrait and Landscape
- Page Size Options
- Setting Vertical Alignment

## Proofing Tools

- Setting the Language
- Spelling and Grammar
- Spell check options

## Understanding Tabs

- Using Tab stops effectively
- Adding tab stops
- Tab alignment options
- Creating a dot leader
- Moving and clearing tabs

## Page Numbering Options

- Adding Page Numbers
- Basic Headers and footers
- Controlling starting number and page number style

## Viewing and Printing

- Layouts - Web; Print; Reading
- Views - Outline; Full Screen
- Basic Viewing Tools
- Zoom and View Controls on the Status Bar
- Using Thumbnails
- Advanced Viewing Tools
- Showing Special Characters
- Using the Show/Hide Tools
- Using Print Preview
- Opening Print Preview
- Navigating Print Preview
- Print Preview versus Print Layout
- Using Page Setup
- Setting Margins
- Changing Paper Size
- Changing Orientation
- Printing a Document
- Using Basic Print Options
- Using Advanced Print Options
- Modifying Printer Properties

# Microsoft Excel 2013 Essentials



Duration: 1 Day Course Code: XL13E

*This course is designed as a perfect start for students new to Excel 2013, Upgrading from a previous version or wanting to start using the software more efficiently including shortcuts, high speed formatting, formulas, functions, creating calculations and charting.*

## Learning Outcomes

By the end of this course students will be able to create, and build spreadsheets with ease, build formulas and functions, apply formatting attributes, understand absolute and relative cell references, the mathematical rules of BODMAS, be able to print effectively every time with headers, footers, understand page break preview, learn around 80-100 shortcuts to save time and do most operations in seconds such as build a 2 second chart. A definite starting place even if you have been using the software for years.

## Prerequisites

This course is designed for students either new to Excel, who have learnt on an earlier version or are mostly self-taught (ie learnt from others in the office and want to learn it properly).

## Excel 2013 Basics

- An Overview of the New 2013 Screen
- New features in Excel 2013
- The Title Bar
- The Ribbon and Ribbon Tabs
- The Naming Box and Formula Bar
- Workbooks v's Worksheets
- Cell Selection Techniques
- Working with Ranges
- Entering Data into your Worksheet
- Data Entry Methods
- Building a Formula
- Using AutoSum Faster
- Managing your Workbooks

## Modifying your Data

- Editing the Contents of a Cell
- Using Find & Replace
- Editing a Formula
- Inserting Columns, Rows and Cells
- Copying and Moving Data
- Drag and Drop Editing
- Copying Formatting
- Clearing Cell Formats

## Formulas and Functions

- Using Relative Formulas
- Creating Absolute Cell References and Formulas
- Using Basic Functions
- Status Bar Calculations
- Using the Function Wizard and Understanding it's Usage

## Printing Effectively

- Fine Tuning for Print
- Using Page Layout View
- Page Setup Options
- Checking Using Print Preview
- Controlling Page Breaks
- Using Page Break Preview
- Printing a Worksheet
- Printing Column/Row Headings on every page

## Creating Charts

- Understanding Different Types of Charts
- Choosing the Source Data
- Category and Value Axis
- Modifying Charts
- Using Chart Tools
- Moving and Resizing Charts
- Creating a Pie Chart
- Charting Non-Consecutive Data
- Changing the Axis Plot Order

- Using Layout Tools
- Printing a Chart with/without Source data

## Applying Themes and Graphics

- Using Themes and Images
- Using Themes with Styles
- Adding an Image or Picture
- Formatting your Graphics

## Spreadsheet Design Tips

- Using Good Design Techniques
- Analysing a Spreadsheet
- Design Principles
- A Planning Checklist for Spreadsheets
- Microsoft Tips for Optimising Speed
- Final Design Project



# Microsoft PowerPoint 2013 Essentials



Duration: 1 Day Course Code: PPT13E

*This course is designed to provide an overview of the key elements required for using PowerPoint for screen and printed presentations right through to adding Animations and slide Transitions.*

## Learning Outcomes

By the end of this course students will be able to create and edit presentations, add/edit slide layouts, insert graphics and clip art images, enhance presentations with themes, drawing objects and set PowerPoint Default setting with Slide Masters, add Animation and Effects, Print and Present.

## Prerequisites

This course is designed for students with little or no knowledge of PowerPoint. Basic computer awareness, keyboard and mouse skills are essential.

## Getting Started

- Creating a Blank Presentation
- Selecting an Auto Layout
- PowerPoint Panels
- Using the Quick Access Toolbar
- Working with the Ribbon

## Building a Presentation

- Creating a New Presentation
- Entering Text in a Presentation
- Saving a New Presentation
- Closing a Presentation
- Opening an Existing Presentation
- Adding new Slides
- Using Different Slide Layouts
- Working with Bulleted Lists
- Inserting Clipart and Graphics
- Using WordArt
- Applying Artistic Effects
- Charts and Organisational Charts
- Applying a Design Template
- Removing a Design Template
- Renaming an Existing Presentation

## Navigating and Views

- Navigating Between Slides
- Switching Views
- Using Normal View
- Changing Magnification Levels
- Converting Slide Layouts

## Using Outline Mode

- Creating a Bulleted List
- Collapsing/Expanding Slides
- Demoting/Promoting Text Items
- Reordering Text Items
- Adding Slides from Outline Pane
- Deleting Slides from Outline
- Rearranging Slides from Outline Mode

## Proofing your Document

- Checking Spelling as you Type
- Running the Spell Checker
- Finding and Replacing Text

## Enhancing a Presentation

- Changing the Font and Size
- Changing the Font Style and Effect
- Adjusting Text Alignment
- Adding and Removing Bullets
- Creating a Numbered List
- Modifying Bullets and Numbers
- Modifying Paragraph Spacing
- Adding WordArt
- Creating/Modifying Charts

## Drawing Objects

- Inserting Drawing Objects
- Working with Lines
- Using AutoShapes
- Formatting Objects
- Duplicating Drawing Objects
- Rotating/Flipping Objects
- Adding Text to Drawing Objects

## Working with Slide Masters

- The Importance of the Slide Master
- Slide Master Types
- Editing Slide Master Settings
- Adding Headers and Footers

## Designing and Running a Show

- Using Slide Show View
- Transitions and Animations
- Setting Transition Options
- Adding Pre-set Animations
- Adjusting Sliding Timings
- Rehearsing Slide Presentation Timings
- Running a Slide Show

## Printing Presentation

- Setting Page Setup Options
- Printing Slides
- Printing Handouts, Speaker Notes and Outline View
- Emailing Presentations
- Publishing a Presentation for the Web



# BOOT CAMP BOOKING FORM

## Boot Camp Booking Details

Which Month do you want to attend the training?	Insurance Claim	<b>ULTIMATE BOOT CAMP</b>	<b>MINI BOOT CAMP</b>
	Company	9 Days <del>\$7590</del>	5 Days <del>\$4510</del>
	Private	\$4950	\$2750

## Student Information

Student First Name	Student Last Name	Email address		
Street	Suburb	State	Postal Code	Mobile LandLine

## Organised By:

Claim No / PO Number (Optional)	Company Name	Contact Phone
Contact Name	Company Street	Contact Email
	Company Suburb	State Postal Code

## Invoice To:

<b>As Above</b>	Insurance Agency	Contact Phone
<b>Insurance Agency</b>	Street	Contact Email
Contact Name	Suburb	State Postal Code

## Payment Options

Credit Card	Card Holder Name	Card Type
Direct Deposit	Card Number	Expiry date
Cheque		Verification Code

## EFTPOS Payment Details

EFTPOS Account Details      BSB 062-140  
Commonwealth Bank Of Australia      Account 1029 1597

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