



COMPUTER SKILLS FOR THE WORKPLACE

- Word, Excel, Outlook & PowerPoint

Do you need computer skills that will improve your employment opportunities? Learn how to use Word, Excel, Outlook and PowerPoint to meet the needs of businesses looking for administrative staff. Designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. This course also includes effective business writing in relation to word processed documents and emails as well as effectively using Outlook as a communication tool.

Although there are no specific prerequisites required for this course, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment

Course dates & times

Venue: SEAL, 91 Hyland Street, Warrnambool
 Wednesdays: 18 April - 11 July
 Time: 6.30pm – 9.30pm

Course Fees

This course is offered at a subsidised rate funded by ACFE (Adult Community & Further Education)

	Tuition fees	Amenity fee	Total fees
Subsidised	\$43.00	\$147.00	\$190.00
Subsidised with concession	\$43.00	\$147.00	\$190.00

For more information

To enrol in this course or for more information, please contact Reception or follow these links:

Ph: (03) 5562 6099

Fax: (03) 5561 2049

Email: reception@seal.org.au

Website link: <http://www.seal.org.au>

Course Content

- Effective File Management
- Word: Creating and Formatting Documents
- Word: More Advanced Formatting
- Writing for Business Purposes
- Outlook: E-Mail and Scheduling
- Excel: Spreadsheet Basics
- Excel: Formatting, Charts, and Printing
- PowerPoint: Creating and Editing a Presentation
- Extra Tips and Hints as requested by class

Enrolment/Cancellation Conditions

Enrolments must be accompanied by full course payment. We accept any of the following forms of payment: Cash/Cheque/ MasterCard /Visa or EFTPOS.

Information on South West Victorian Seal Inc.'s withdrawal/refund policy will be provided by reception personnel. This information is also available at www.seal.org.au

