

REFRESHER

COMPUTING

TRAINING

FREE

*FOR NZ RESIDENTS 16 YEARS AND OVER, NOT ENROLLED IN FULL-TIME SECONDARY SCHOOL

ENROL NOW

www.front-line.co.nz

0800 287 754



Refresher in Computing

1 DAY COURSE

Whether looking to learn new skills or refresh your existing knowledge, this course will give you the opportunity to build your overall computer confidence. Focusing on Microsoft applications that are used daily both in work and home situations, you will cover a broad spectrum of content and techniques to increase your ability to work smarter and more efficiently.



Entry Requirements

- Eligibility to access free fees*
- Suitable for those with:
 - Entry level computer knowledge
 - The desire to take their computing to the next level
 - The goal of up-skilling for job opportunities, further study or personal interest

*16 years old or over or not enrolled in full-time secondary school



Course Content

- Focus on Microsoft Word, Excel and Outlook with each covered in separate sessions.
- Topics include (but not limited to) formulas, charts, pivot tables, email efficiency, calendars, mail merge and form formatting



Investment

- FREE
- 9am – 3pm at Front-Line Training
- A digital certificate of completion
- Tea and coffee provided
- Limited seats available

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or for more information



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