REFRESHER COMPUTING TRAINING

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

- 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

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

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

ENROL NOW

or for more information

www.front-line.co.nz

0800 287 754

front line
training consultancy