

Business & Admin People, Writers, Students!

Want to increase your skills and save valuable time?

- Bring your own laptop or iPad loaded with MS Office
- Microsoft apps computer training

Catch-Up Training is offering a variety of **'task focused'** short courses during the months of April, May and June. The courses are suitable for people who use MS Office on a regular basis but who want to increase their skills and save time.

Class size is **limited to six people**, to ensure individual attention and maximum knowledge retention. Plus you will go away having already put into practice what you have learnt.

You will receive a course manual, practical exercises and examples, and cup of tea/coffee to keep you relaxed and focused.

WHERE: Courses will be held in the Raynes Room, level 1, Hamilton Airport.

HOW MUCH: \$120 (incl GST) per course. (10% discount for those who book one or more courses. Special discount for those people who work for community based not-for-profit organisations.)

PARKING AT AIRPORT: \$3 p/h

Courses offered:

- [Word](#)
- [Excel](#)
- [OneNote](#)
- [Outlook](#)

Course Name	Brief Description	Date(s)
Word		
• Tables & Tabs	Learning how to make the most of these two everyday functions will save you many hours of fiddling and frustration. More details see: Tables & Tabs	29 April & 17 June 9.30 - 11.30 am
• Mail Merge	Microsoft Word's mail merge feature enables you to generate mass customized mailings to a variety of people either by letter or email; along with printing of labels. More details see: Mail Merge	6 May & 24 June 9.30 - 11.30 am

Course Name	Brief Description	Date(s)
<ul style="list-style-type: none"> • Styles 	This course is perfect for people about to embark on writing a report, book, academic thesis, or any indexed, multi-page document. For more details see: Styles	21 May & 24 June 9.30 - 11.30 am
<ul style="list-style-type: none"> • Templates & Forms 	To ensure a consistent look and feel across all your business documentation, you need templates . For more details see: Templates & Forms	27 May , 2015 9.30 - 11.30 am
<ul style="list-style-type: none"> • Making the most of Word 	This course is for people who use Word every day and want to improve their knowledge and productivity. For more details see: Making the most of Word	3 June, 2015 9.30 - 11.30 am
Excel		
<ul style="list-style-type: none"> • Demystifying Excel 	No previous knowledge required for this course. This course is for novice Excel users. You will learn Excel basics which will enable you to create and understand uncomplicated Excel workbooks. For more details see: Demystifying Excel	29 April & 3 June 1.30 - 3.30 pm
<ul style="list-style-type: none"> • Data validation, conditional formatting, auditing and tables 	For people who have mastered the contents of the Demystifying Excel course, or are regular users of Excel. Learn how to use Data validation; conditional formatting; Auditing tool. For more details see: Data validation, conditional formatting & auditing	6 May & 10 June 1.30 - 3.30 pm
<ul style="list-style-type: none"> • Logical and Lookup functions along with What-If analysis 	For people who have mastered the contents of the Demystifying Excel course, or are regular users of Excel. Learn how to use logical functions; VLookUp; and What-IF analysis. For more details see: Logical and Lookup functions	13 May & 17 June 1.30 - 3.30 pm
<ul style="list-style-type: none"> • Introduction to Pivot Tables 	According to Bill Jelen (a.k.a. Mr. Excel) " <i>No other tool in Excel gives you the flexibility and analytical power of a pivot table</i> ". For more details see: Introduction to Pivot Tables	20 May & 24 June 1.30 - 3.30 pm
OneNote		
<ul style="list-style-type: none"> • OneNote 	OnePlaceForAllYourNotes is too long for a name, hence OneNote. OneNote is a Microsoft tool, a much under rated app that some of us cannot live without! For more details see: OneNote	13 May & 1 July 9.30 - 11.30 am

Course Name	Brief Description	Date(s)
Outlook		
<ul style="list-style-type: none"> Outlook 	Outlook is a fabulous tool to communicate with clients, organise your day, remember those important dates, arrange meetings, create to do lists and record your clients' details. For more details see: Outlook	3 June & 1 July 1.30 - 3.30 pm

Bookings

As class size is limited to six people, and to ensure you do not miss out on your preferred class and date, email [Heather](#) immediately to reserve your booking and avoid disappointment.