

## Course: Returning to the Workforce Workshop

Duration: Two day

Course covers the following topics:

- Learn Windows
- Send emails via Microsoft Outlook
- Search the Web
- Learn the basics of Microsoft Word
- Learn the basics of Microsoft PowerPoint
- Learn the basics of Microsoft Excel

**At completion of the course students will be able to:**

Identify the Windows Screen  
Windows icons  
Start & shutdown  
The taskbar  
Start programs  
Pin programs & documents  
Understand the Outlook screen  
Send and receive emails  
Mark emails with priority  
Attach files  
What is the WWW?  
Understand the URL  
Type in addresses  
Bookmark websites  
Create documents in Word  
Insert Tables  
Formatting a document  
Print a document  
Create presentations in PowerPoint  
Insert images, shapes and charts  
Run a slideshow  
Print handouts  
Create a spreadsheet in Excel  
Insert formulas and functions  
Create a range  
Print a spreadsheet



**We also offer courses in**

*Adobe*

*InDesign*

*Captivate*

*PhotoShop*

*Illustrator*

**All students receive:**

A Microsoft Certified Instructor  
Comprehensive Training Manual  
Course Certificate  
Unlimited Telephone/email Support  
Additional onsite support at a cost effective rate to suit specific needs

**Price: \$895.00**

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