

# Course Schedule 2017 - 2018



8 Arthur Street, Caulfield North, VIC, 3161  
 info@keystrokelearning.com.au  
 (03) 9999 7780  
 keystrokelearning.com.au

| <b>Microsoft Access</b> | Duration | Cost ex GST | Oct  | Nov | Dec | Jan | Feb | Mar |
|-------------------------|----------|-------------|--|-----|-----|-----|-----|-----|
| Access Introduction     | 2 Day    | \$695       | Scheduled upon demand ... Please contact us to discuss |     |     |     |     |     |
| Access Advanced         | 2 Day    | \$695       |  |     |     |     |     |     |

| <b>Microsoft Excel</b>                | Duration | Cost ex GST | Oct | Nov | Dec | Jan | Feb | Mar |
|---------------------------------------|----------|-------------|-----|-----|-----|-----|-----|-----|
| Excel Introduction                    | 1 Day    | \$350       |     | 29  |     |     |     | 15  |
| Excel Intermediate                    | 1 Day    | \$350       |     | 1   |     |     | 7   |     |
| Excel Advanced                        | 1 Day    | \$350       |     | 15  |     |     | 21  |     |
| Excel Advanced – Data Analysis        | 1 Day    | \$350       |     |     |     |     |     |     |
| Charting with Excel                   | ½ Day    | \$270       |     |     |     |     |     |     |
| Getting Started with Excel            | ½ Day    | \$270       | 24  |     |     | 30  |     |     |
| Beyond the Basics                     | ½ Day    | \$270       | 24  |     |     | 30  |     |     |
| Building Excel Dashboards             | ½ Day    | \$270       |     |     |     |     |     |     |
| IF Functions & Conditional Formatting | ½ Day    | \$270       |     |     | 5   |     | 27  |     |
| Lookup and Reference Functions        | ½ Day    | \$270       |     |     | 5   |     | 27  |     |
| Pivot Tables                          | ½ Day    | \$270       | 18  |     |     | 17  |     | 19  |
| Managing Data                         | ½ Day    | \$270       |     |     |     |     |     |     |
| Recording Macros and Templates        | ½ Day    | \$270       | 18  |     |     | 17  |     | 19  |

| <b>Microsoft Office 365</b> | Duration | Cost ex GST | Oct  | Nov | Dec | Jan | Feb | Mar |
|-----------------------------|----------|-------------|--|-----|-----|-----|-----|-----|
| Office 365 Workshop         | 1 Day    | \$350       | 25   |     |     |     | 15  |     |
| Office Online Workshop      | 1 Day    | \$350       | Scheduled upon demand ... Please contact us to discuss |     |     |     |     |     |

| <b>Microsoft OneNote</b> | Duration | Cost ex GST | Oct | Nov | Dec | Jan | Feb | Mar |
|--------------------------|----------|-------------|-----|-----|-----|-----|-----|-----|
| OneNote Introduction     | 1 Day    | \$350       |     |     |     |     |     |     |

| <b>Microsoft Outlook</b> | Duration | Cost ex GST | Oct  | Nov | Dec | Jan | Feb | Mar |
|--------------------------|----------|-------------|--|-----|-----|-----|-----|-----|
| Outlook Introduction     | 1 Day    | \$350       | Scheduled upon demand ... Please contact us to discuss |     |     |     |     |     |





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|  <b>Microsoft PowerPoint</b> | Duration | Cost ex GST | Oct | Nov | Dec | Jan | Feb | Mar |
|--|----------|-------------|-----|-----|-----|-----|-----|-----|
| PowerPoint Introduction  | 1 Day    | \$350       |     |     |     |     |     |     |
| PowerPoint Advanced Workshop   | 1 Day    | \$350       |     | 9   |     |     |     |     |
| Getting Started with PowerPoint  | ½ Day    | \$270       |     |     |     | 22  |     |     |
| Animations with PowerPoint   | ½ Day    | \$270       |     |     |     | 22  |     |     |

|  <b>Microsoft Project</b> | Duration | Cost ex GST | Oct | Nov | Dec | Jan | Feb | Mar |
|---|----------|-------------|-----|-----|-----|-----|-----|-----|
| Project Introduction  | 2 Day    | \$695       |     |     |     |     |     |     |
| Project Introduction Lite   | 1 Day    | \$350       |     | 14  |     | 23  |     | 6   |

|  <b>Microsoft SharePoint</b> | Duration | Cost ex GST | Oct | Nov | Dec | Jan | Feb | Mar |
|--|----------|-------------|-----|-----|-----|-----|-----|-----|
| SharePoint Workshop  | 1 Day    | \$350       |     | 21  |     | 31  |     | 14  |

|  <b>Microsoft Visio</b> | Duration | Cost ex GST | Oct | Nov | Dec | Jan | Feb | Mar |
|---|----------|-------------|-----|-----|-----|-----|-----|-----|
| Visio Introduction  | 1 Day    | \$350       |     |     |     |     |     |     |

|  <b>Microsoft Word</b> | Duration | Cost ex GST | Oct  | Nov | Dec | Jan | Feb | Mar |
|--|----------|-------------|--|-----|-----|-----|-----|-----|
| Word Introduction  | 1 Day    | \$350       |  |     |     |     |     | 7   |
| Word Intermediate  | 1 Day    | \$350       | 17   |     |     |     |     |     |
| Word Advanced  | 1 Day    | \$350       |  |     |     |     | 14  |     |
| Getting Started with Word  | ½ Day    | \$270       |  |     |     |     |     |     |
| Building Word Templates  | ½ Day    | \$270       |  |     |     |     |     |     |
| Creating Eye Catching Documents  | ½ Day    | \$270       | Scheduled upon demand ... Please contact us to discuss |     |     |     |     |     |
| Fast Formatting with Styles  | ½ Day    | \$270       |  | 28  |     |     |     |     |
| Mail Merge and Macros  | ½ Day    | \$270       |  |     |     |     |     |     |
| Dealing with Long Documents  | ½ Day    | \$270       |  | 28  |     |     |     |     |
| Working Inside Long Documents  | ½ Day    | \$270       |  | 28  |     |     |     |     |

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| <b>Adobe Creative Cloud</b>       | Duration | Cost ex GST | Oct | Nov | Dec | Jan | Feb | Mar |
|-----------------------------------|----------|-------------|-----|-----|-----|-----|-----|-----|
| Adobe Creative Cloud Introduction | 2 Day    | \$695       |     |     |     |     | 6   |     |

| <b>Adobe Acrobat</b>       | Duration | Cost ex GST | Oct | Nov | Dec | Jan | Feb | Mar |
|----------------------------|----------|-------------|-----|-----|-----|-----|-----|-----|
| Adobe Acrobat Introduction | 1 Day    | \$350       |     |     |     |     |     | 17  |

| <b>Adobe Dreamweaver</b>          | Duration | Cost ex GST | Oct  | Nov | Dec | Jan | Feb | Mar |
|-----------------------------------|----------|-------------|--|-----|-----|-----|-----|-----|
| Dreamweaver In-Depth Introduction | 2 Day    | \$695       | Scheduled upon demand ... Please contact us to discuss |     |     |     |     |     |
| Getting Started with Dreamweaver  | 1 Day    | \$350       |  |     |     |     |     |     |
| Dreamweaver Beyond the Basics     | 1 Day    | \$350       |  |     |     |     |     |     |

| <b>Adobe Illustrator</b>          | Duration | Cost ex GST | Oct | Nov | Dec | Jan | Feb | Mar |
|-----------------------------------|----------|-------------|-----|-----|-----|-----|-----|-----|
| Illustrator In-Depth Introduction | 2 Day    | \$695       |     |     |     |     |     |     |
| Getting Started with Illustrator  | 1 Day    | \$350       |     |     |     |     |     |     |
| Illustrator Beyond the Basics     | 1 Day    | \$350       |     |     |     |     |     |     |

| <b>Adobe InDesign</b>          | Duration | Cost ex GST | Oct | Nov | Dec | Jan | Feb | Mar |
|--------------------------------|----------|-------------|-----|-----|-----|-----|-----|-----|
| InDesign In-Depth Introduction | 2 Day    | \$695       |     |     |     |     |     |     |
| Getting Started with InDesign  | 1 Day    | \$350       |     |     |     |     |     |     |
| InDesign Beyond the Basics     | 1 Day    | \$350       |     |     |     |     |     |     |

| <b>Adobe Photoshop</b>          | Duration | Cost ex GST | Oct | Nov | Dec | Jan | Feb | Mar |
|---------------------------------|----------|-------------|-----|-----|-----|-----|-----|-----|
| Photoshop In-Depth Introduction | 2 Day    | \$695       |     |     |     |     |     |     |
| Getting Started with Photoshop  | 1 Day    | \$350       | 10  |     |     |     |     |     |
| Photoshop Beyond the Basics     | 1 Day    | \$350       |     |     |     |     |     |     |





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|  <b>TechSmith Camtasia</b> | Duration | Cost ex GST | Oct | Nov | Dec | Jan | Feb | Mar |
|--|----------|-------------|-----|-----|-----|-----|-----|-----|
| Camtasia Introduction Workshop   | 1 Day    | \$350       |     |     |     | 16  |     |     |

|  <b>Google G Suite</b> | Duration | Cost ex GST | Oct | Nov | Dec | Jan | Feb | Mar |
|--|----------|-------------|-----|-----|-----|-----|-----|-----|
| Google G Suite Workshop  | 1 Day    | \$350       | 31  |     |     |     |     |     |

|  <b>Moodle</b> | Duration | Cost ex GST | Oct | Nov | Dec     | Jan | Feb | Mar |
|--|----------|-------------|-----|-----|---------|-----|-----|-----|
| Moodle Administrator Workshop  | 1 Day    | \$350       |     |     | 11      |     |     |     |
| Moodle Course Creator Workshop   | 2 Day    | \$695       |     |     | 12 & 13 |     |     |     |

|  <b>Articulate Storyline</b> | Duration | Cost ex GST | Oct | Nov | Dec | Jan | Feb | Mar |
|--|----------|-------------|-----|-----|-----|-----|-----|-----|
| Articulate Storyline Fundamentals Workshop   | 1 Day    | \$350       |     |     | 18  |     |     |     |
| Articulate Storyline Intermediate Workshop   | 1 Day    | \$350       |     |     | 19  |     |     |     |
| Articulate Storyline Advanced Workshop   | 1 Day    | \$350       |     |     | 30  |     |     |     |

|  <b>WordPress</b> | Duration | Cost ex GST | Oct | Nov | Dec | Jan | Feb | Mar |
|---|----------|-------------|-----|-----|-----|-----|-----|-----|
| WordPress Introduction Workshop   | 1 Day    | \$350       |     |     |     |     |     |     |

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