



KeyboardConcepts

COURSE SCHEDULE JANUARY to MARCH 2010

Software Training/Skills Training/ Database Design & Management / Business Document Design

We at Keyboard Concepts sincerely hope that 2010 proves to be a happy, prosperous and safe year for everyone.

We are committed to bringing you the highest level of training that will enhance your life, both personally and professionally.

Keyboard Concepts Expands: We're happy to announce the introduction of

Keyboard**e**Concepts.

Keyboarde**Concepts** online courses are designed to meet the training needs of today's busy lifestyle. With today's technology, Online or E-learning is fast becoming the most pragmatic way to learn. Gone are the restrictions of travel time and availability. E-learning allows you access to the very best of blended learning techniques, from the traditional face to face to a virtual world.

The **Keyboard**e**Concepts** training difference is that each course is unique to the students actual training needs while still achieving the highest recognised industry standards. We design the courses you, your department or company need and deliver it in a way that best suits you.

All our students can rely on total backup with our unlimited **E Support Line**, giving you the confidence to use the skills you've learnt.

A full range of our on-line courses will be published in the very near future.

Please remember that quality training will help growth and productivity. Our goal is to give our clients the skills, confidence and support to achieve their potential.

UPGRADE TO OFFICE 2007 - Seminar

This half day session is suitable for people wishing to convert their knowledge of Office 2003 or earlier to the new Office 2007 suite.

Thu	04.02.10	9am-12.30pm
Fri	05.03.10	9am-12.30pm

UPGRADE TO WINDOWS VISTA

This 2 hour session will show you the differences between Windows XP and Windows Vista.

Thu	04.02.10	1.30-3.30pm
Fri	05.03.10	1.30-3.30pm

Keyboard Concepts City continues to grow.

Many of our clients have enjoyed the convenience and option of our city training location. As you see from the schedule below, we have expanded our course list to accommodate requests and response from clients.

Our City Venue Address: Ground Floor, 21 Bedford Street, North Melbourne. Bookings are essential; please call Jennifer or Sylvia on 9592 9919.

Seminar Training

We have recently been conducting some very successful 3.5 hour seminars. Our clients are finding this an extremely efficient, cost effective method for training or upgrading a large number of staff in a particular topic.

Our **Upgrade to Office 2007** has been particularly popular. We would be delighted to come to your office and conduct a seminar for you, all you need is a room. We can supply the projector, laptop and screen if necessary. Alternatively, please contact Sylvia or Jennifer and book into our scheduled Upgrade to Office 2007 seminar.

Please contact Sylvia or Jennifer on 9592 9919 or email: training@keyboardconcepts.com.au or visit our website: www.keyboardconcepts.com.au for more information or to make a booking.

Access XP/2003/2007					
Introduction	Mon	18.01.10	Wed	20.01.10	9am-5pm
	Mon	15.03.10	Wed	17.03.10	9am-5pm
Intermediate	Thu	18.02.10	Fri	19.02.10	9am-5pm
	Mon	22.03.10	Wed	24.03.10	9am-5pm
Advanced	<i>By Request</i>				
Customised Access Session					
Q&A. – Take advantage of our experienced Access developers to work on your own database with their supervision.			Wed	17. 02.10	9am- 5pm

Access Visual Basic – Customised Training by Request

Accounting – Customised Training by Request **Understanding basic Accounting and book keeping principles**

Adobe Acrobat Professional - Learn to Edit PDF documents **Introduction** *By Request*

Computers – Getting Started					
This course will help those who are new to computers. Topics include Find your way around the Computer, Email Basics, Know Windows, setting up a Filing System and Discover the Internet	P1	Wed		24.02.10	10am- 12pm
	P2	Wed		03.03.10	10am- 12pm
	P3	Tue		09.03.10	10am- 12pm
	P4	Mon		15.03.10	10am- 12pm
	P5	Mon		22.03.10	10am- 12pm

Crystal Reports - Customised Training by Request

Dreamweaver					
Introduction	Mon	01.03.10	Tue	02.03.10	1.30pm-5pm
Intermediate	<i>By Request</i>				

Excel XP/2003/2007					
Introduction	Mon	11.01.10	Wed	13.01.10	9am-12.30pm
	Wed	03.02.10	Thu	04.02.10	1.30pm-5pm
	Mon	22.02.10	Thu	25.02.10	9am-12.30pm
	City Venue Wed	10.03.10	Fri	12.03.10	9am-12.30pm
	Tue	23.03.10	Wed	24.03.10	9am-12.30pm
Intermediate	Wed	27.01.10	Thu	28.01.10	9am-12.30pm
	Wed	10.02.10	Thu	11.02.10	9am-12.30pm
	Wed	03.03.10	Thu	04.03.10	9am-12.30pm
	City Venue Wed	10.03.10	Fri	12.03.10	1.30pm-5pm
	Mon	29.03.10	Wed	31.03.10	9am-12.30pm
Advanced	P1	Mon		15.02.10	9am-12.30pm
	P2	Wed		17.02.10	9am-12.30pm
	P3	Thu		18.02.09	9am-12.30pm
	P1	Tue		16.03.10	9am-12.30pm
	P2	Thu		18.03.10	9am-12.30pm
	P3	Fri		19.03.10	9am-12.30pm
Pivot Tables & Graphs			Thu	18.02.10	1.30pm-5pm

Visual Basic for Excel - Customised Training by Request**File Management & Windows**

How to set up an effective filing system for easy retrieval of your files	Mon	01.02.10	9am-12.30pm
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FrontPage 2003

Introduction	Thu	25.02.10	Fri	26.02.10	9am-12.30pm
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Intermediate	<i>By Request</i>				
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InDesign

Introduction	Mon	01.03.10	Tue	02.03.10	9am-12.30pm
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Lotus Notes - Customised Training by Request**MYOB V16 /V17 - Customised Training by Request****MYOB Extension - Customised Training by Request****MYOB Payroll - Customised Training by Request****Accounting for Period End - Customised Training by Request****Outlook XP/2003/2007**

Email	Fri	22.01.10	9am-12.30pm
Calendar/Contacts/Tasks	Fri	22.01.10	1.30pm-5pm
Email	Wed	17.02.10	9am-12.30pm
Calendar/Contacts/Tasks	Wed	17.02.10	1.30pm-5pm
Email	Wed	17.03.10	9am-12.30pm
Calendar/Contacts/Tasks	Wed	17.03.10	1.30pm-5pm

Adobe Photoshop Photographic Applications

	Tue	19.01.10	9am-5pm
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Photoshop In-Depth

Introduction	P1	Wed	24.03.10	9am-12.30pm
	P2	Thu	25.03.10	9am-12.30pm
	P3	Fri	26.03.10	9am-12.30pm

PowerPoint XP/2003/2007

Introduction	Wed	13.01.10	Thu	14.01.10	1.30pm-5pm
	Thu	18.03.10	Fri	19.03.10	1.30pm-5pm
Intermediate	Thu	11.03.10	Fri	12.03.10	9am-12.30pm

Project 2003/2007

Introduction	Tue	09.02.10	9am-5pm
Advanced	<i>By Request</i>		

Publisher 2003/2007

Introduction	Thu	11.02.10	Fri	12.02.10	9am-12.30pm
Advanced	<i>By Request</i>				

Quicken for Investors - Customised Training by Request**QuickBooks – Customised Training by Request**

Touch Typing					
Learn to touch type accurately and without looking at the keyboard. This course is essential for anyone using a keyboard.	P1	Fri	05.03.10	9am-12pm	
	P2	Fri	12.03.10	9am-12pm	
	P3	Wed	17.03.10	9am-12pm	
	P4	Fri	26.03.10	9am-12pm	

Visio 2003/07					
Introduction	Mon	01.02.10	1.30pm-5pm	Wed	03.02.10 9am-12.30pm

Word XP/2003/2007					
Introduction	Wed	27.01.10		Thu	28.01.10 1.30pm-5pm
	Mon	01.03.10		Tue	02.03.10 9am-12.30pm
Intermediate	Mon	15.02.10		Tue	16.02.10 9am-12.30pm
	Wed	10.03.10		Thu	11.03.10 9am-12.30pm
Advanced	Mon	22.02.10		Wed	24.02.10 1.30pm-5pm
	Thu	25.03.10		Fri	26.03.10 9am-12.30pm

Word - How to prepare Long Documents					
This course combines topics from the Intermediate and Advanced Word courses and is essential for anyone preparing documents over 10 pages	Tue	23.02.10		Thu	25.02.10 1.30pm-5pm