

# Computer Operator's License

## Spectrum Computer Courses - Windows - Apple - Android

[phone 0409-364566 ... www.rayeastgate.com.au](http://www.rayeastgate.com.au)

ONE ON ONE - SMALL GROUPS - CORRESPONDENCE - PHONE

Please mark with a "X" those courses in which you are interested, & return

If you only need a refresher, mark as ½

### First Time Users/ The Basics

<b>Introduction to Computers For Beginners</b>  :- A look at Hardware, input & output devices, Memory Sticks, Digital Cameras, Hard Drives, Printers, Wireless devices etc	<b>Mouse &amp; Keyboard Skills For Beginners (Wordpad)</b>  Wordpad, copy & paste, shortcuts	<b>Emailing &amp; Internet For Beginners</b>  Google, Social sites News, Weather etc
Course 1 (Fundamentals)	Course 1 (Fundamentals)	Course 1 (Fundamentals)

### Beyond The Basics

<b>MS Windows</b>	<b>Internet Browsing</b>
Course 1 (Fundamentals)	Course 1 (Fundamentals)
Course 2 (Intermediate)	Course 2 (Advanced)
Course 3 (Advanced)	

### MS Office

#### Word Processing:-

<b>MS Word</b>
Course 1 (Fundamentals)
Course 2 (Fundamentals)
Course 3 (Intermediate)
Course 4 (Advanced)

#### Spreadsheets:-

<b>MS Excel</b>
Course 1 (Fundamentals)
Course 2 (Fundamentals)
Course 3 (Intermediate)
Course 4 (Advanced)

#### Emailing/Calendar Organiser:-

<b>MS Outlook</b>
Course 1 - Emailing - (Fundamentals)
Course 2 - Organiser (Intermediate)

#### Data Base:-

<b>MS Access</b>
Course 1 (Fundamentals)
Course 2 (Intermediate)
Course 3 (Advanced)

#### Presentation & Slide Show:-

<b>MS Power Point</b>
Course 1 (Fundamentals)
Course 2 (Fundamentals)
Course 3 (Intermediate)

#### Desk Top Publishing:-

<b>Publisher</b>
Course 1 (Fundamentals)
Course 2 (Intermediate)

# Accounting Software

## Interactive Accounting Software:-

<b>Bookkeeping for Beginners</b>		<b>Reckon Acs (Up to 8 Modules)-Quickbooks Online</b>		<b>MYOB (Up to 8 Modules)</b>	
Course 1 (Intermediate)		Course 1 (Intermediate)		Course 1 (Intermediate)	
Course 2 (Advanced)		Course 2 (Advanced)		Course 2 (Advanced)	

# Apple Software

## Emailing, Photos, iTunes, Apps etc

<b>Apple iPad</b>		<b>Apple iPhone</b>		<b>Apple Mac</b>	
Course 1 (Fundamentals/Basic)		Course 1 (Fundamentals/Basic)		Course 1 (Fundamentals/Basic)	
Course 2 (Intermediate)		Course 2 (Intermediate)		Course 2 (Intermediate)	



