



## Computer Training

### Classes Offered

**Introduction to Computer Basics**  
(Microsoft Windows, Email and Internet)

**Microsoft Office 2003/2007/2010**  
(Word, Excel, PowerPoint, Publisher)

### Scheduled Classes

- 2 to 6 people per class
- Morning Course: 9:00am to 12noon
- Afternoon Course: 1:00pm to 4:00pm
- \$280 per course, per person

### 1 to 1 Training

- 1 - 6 hours \$100 per hour
- 7 - 10 hours \$90 per hour

### Tailored Corporate Training

- Arranged on an individual basis
- please enquire for a quote
- We offer a service to assist with resolving issues with existing files

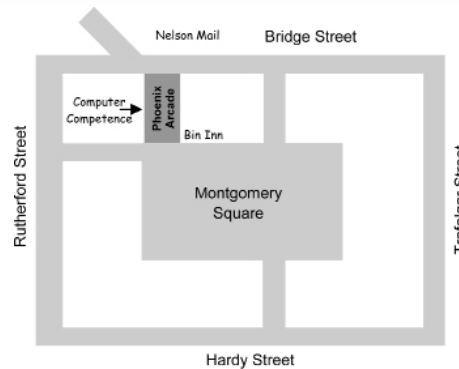
*All prices inclusive of GST*

**Vivianne Mail**  
Director & Principal Trainer  
*Bachelor of Information Technology  
Diploma of Teaching*



*“Vivianne’s absolutely fantastic. She’s got great skills as a teacher and she makes it fun, which is really important. I’m competent in both Word and Excel now, having started completely from scratch. It’s a very hands-on style of learning and I’d recommend Computer Competence to anyone, no matter what their skill level.”*

- Vern Mardon, Surety Plus



Phoenix Arcade  
16 Bridge Street  
PO Box 1215  
Nelson 7040  
T: (03) 989 5200  
C: 021 050 6193

W: [www.computercompetence.co.nz](http://www.computercompetence.co.nz)  
E: [courses@computercompetence.co.nz](mailto:courses@computercompetence.co.nz)



Training to develop  
computing confidence through  
computer competence

## CURRENT CALENDAR



T: (03) 989 5200 C: 021 050 6193  
W: [www.computercompetence.co.nz](http://www.computercompetence.co.nz)  
E: [courses@computercompetence.co.nz](mailto:courses@computercompetence.co.nz)

### February

| Monday    | Tuesday           | Wednesday          | Thursday        | Friday | Saturday | Sunday |
|-----------|-------------------|--------------------|-----------------|--------|----------|--------|
|           |                   | 1                  | 2               | 3      | 4        | 5      |
| 6         | 7                 | 8                  | 9               | 10     | 11       | 12     |
|           |                   | EXCEL Intermediate |                 |        |          |        |
| 13        | 14                | 15                 | 16              | 17     | 18       | 19     |
|           | WORD Intermediate |                    | EXCEL Beginners |        |          |        |
| 20        | 21                | 22                 | 23              | 24     | 25       | 26     |
| PUBLISHER |                   | WORD Beginners     |                 |        |          |        |
| 27        | 28                | 29                 |                 |        |          |        |

### April

| Monday | Tuesday           | Wednesday          | Thursday       | Friday | Saturday | Sunday |
|--------|-------------------|--------------------|----------------|--------|----------|--------|
| 30     |                   |                    |                |        |          | 1      |
| 2      | 3                 | 4                  | 5              | 6      | 7        | 8      |
|        | WORD Beginners    |                    |                |        |          |        |
| 9      | 10                | 11                 | 12             | 13     | 14       | 15     |
|        | WORD Intermediate |                    | POWERPOINT     |        |          |        |
| 16     | 17                | 18                 | 19             | 20     | 21       | 22     |
|        |                   | EXCEL Intermediate |                |        |          |        |
| 23     | 24                | 25                 | 26             | 27     | 28       | 29     |
|        |                   |                    | EXCEL Advanced |        |          |        |

### June

| Monday | Tuesday | Wednesday          | Thursday | Friday | Saturday | Sunday |
|--------|---------|--------------------|----------|--------|----------|--------|
|        |         |                    |          | 1      | 2        | 3      |
| 4      | 5       | 6                  | 7        | 8      | 9        | 10     |
|        |         | EXCEL Intermediate |          |        |          |        |
| 11     | 12      | 13                 | 14       | 15     | 16       | 17     |
|        |         | WORD Intermediate  |          |        |          |        |
| 18     | 19      | 20                 | 21       | 22     | 23       | 24     |
|        |         |                    |          |        |          |        |
| 25     | 26      | 27                 | 28       | 29     | 30       |        |
|        |         | EXCEL Advanced     |          |        |          |        |
|        |         | INTRO to Computers |          |        |          |        |

### March

| Monday | Tuesday       | Wednesday          | Thursday           | Friday | Saturday | Sunday |
|--------|---------------|--------------------|--------------------|--------|----------|--------|
|        |               |                    | 1                  | 2      | 3        | 4      |
|        |               |                    | POWERPOINT         |        |          |        |
| 5      | 6             | 7                  | 8                  | 9      | 10       | 11     |
|        | WORD Advanced |                    | EXCEL Intermediate |        |          |        |
| 12     | 13            | 14                 | 15                 | 16     | 17       | 18     |
|        |               | EXCEL Beginners    |                    |        |          |        |
| 19     | 20            | 21                 | 22                 | 23     | 24       | 25     |
|        |               | PUBLISHER          |                    |        |          |        |
| 26     | 27            | 28                 | 29                 | 30     | 31       |        |
|        |               | INTRO to Computers |                    |        |          |        |

### May

| Monday | Tuesday    | Wednesday      | Thursday           | Friday | Saturday | Sunday |
|--------|------------|----------------|--------------------|--------|----------|--------|
|        |            |                |                    |        |          |        |
|        | 1          | 2              | 3                  | 4      | 5        | 6      |
|        |            |                | INTRO to Computers |        |          |        |
| 7      | 8          | 9              | 10                 | 11     | 12       | 13     |
|        |            | WORD Advanced  |                    |        |          |        |
| 14     | 15         | 16             | 17                 | 18     | 19       | 20     |
|        | POWERPOINT |                | EXCEL Beginners    |        |          |        |
| 21     | 22         | 23             | 24                 | 25     | 26       | 27     |
|        |            |                |                    |        |          |        |
| 28     | 29         | 30             | 31                 |        |          |        |
|        |            | PUBLISHER      |                    |        |          |        |
|        |            | WORD Beginners |                    |        |          |        |

### July

| Monday         | Tuesday         | Wednesday | Thursday  | Friday | Saturday | Sunday |
|----------------|-----------------|-----------|-----------|--------|----------|--------|
| 30             | 31              |           |           |        |          | 1      |
| WORD Beginners |                 |           |           |        |          |        |
| 2              | 3               | 4         | 5         | 6      | 7        | 8      |
|                | EXCEL Beginners |           | PUBLISHER |        |          |        |
| 9              | 10              | 11        | 12        | 13     | 14       | 15     |
|                | WORD Advanced   |           |           |        |          |        |
| 16             | 17              | 18        | 19        | 20     | 21       | 22     |
|                |                 |           |           |        |          |        |
| 23             | 24              | 25        | 26        | 27     | 28       | 29     |

**Intro to Computers** - basic Windows, email and Internet skills

**Word Beginners** - basic skills, add interest to documents  
**Word Intermediate** - working with longer documents, time savers  
**Word Advanced** - explore Word in more depth

**CLASSTIME:** AM 9:00am-12noon PM 1:00pm - 4:00pm

**Excel Beginners** - work with numbers, simple formulas  
**Excel Intermediate** - use more advanced formulas, linked sheets  
**Excel Advanced** - explore Excel in depth, troubleshoot problems

**PowerPoint** - create presentations or design visual aids

**Publisher** - create a publication from the beginning