

Computer Operator's License

Spectrum Computer Courses - Windows - Apple - Android

phone 0409-364566 ... www.spectrumcomputercourses.com.au

ONE ON ONE - SMALL GROUPS - DISTANT LEARNING - BY PHONE

First Time Users/ The Basics

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

Beyond The Basics

MS Windows	Internet Browsing	
Course 1 (Fundamentals)	Course 1 (Fundamentals)	
Course 2 (Intermediate)	Course 2 (Advanced)	
Course 3 (Advanced)		

MS Office

Word Processing:-

Spreadsheets:-

Emailing/Calendar Organiser:-

MS Word	MS Excel	MS Outlook	
Course 1 (Fundamentals)	Course 1 (Fundamentals)	Course 1 - Emailing - (Fundamentals)	
Course 2 (Fundamentals)	Course 2 (Fundamentals)	Course 2 - Organiser (Intermediate)	
Course 3 (Intermediate)	Course 3 (Intermediate)		
Course 4 (Advanced)	Course 4 (Advanced)		

Data Base:-**Presentation & Slide Show:-****Desk Top Publishing:-**

MS Access	MS Power Point	Publisher
Course 1 (Fundamentals)	Course 1 (Fundamentals)	Course 1 (Fundamentals)
Course 2 (Intermediate)	Course 2 (Fundamentals)	Course 2 (Intermediate)
Course 3 (Advanced)	Course 3 (Intermediate)	

Accounting Software

Desktop & Cloud Accounting Software:-

Bookkeeping for Beginners	Reckon Acs - Xero- Quickbooks Online (Up to 8 Modules)	MYOB (Up to 8 Modules)
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

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

One on One

Computer Coaching/Training - 35 Years

Spectrum Computer Courses We Cover **ALL AREAS**

At **YOUR**
Place
on **YOUR**
Computer

From Basic Level to Advance Level

- > Apple, iPad, Windows
- > Email, Internet, Google, Banking, Facebook
- > Powerpoint, Word, Smart Phones,
- > MYOB, ReckonAcs, Quickbooks, Excel

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FREE ONGOING PHONE & ONLINE SUPPORT

Call Ray Today **0409 364 566**

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