



Spectrum Computer Courses - One on One

One on One can Include:- Face to Face/Telephone/Zoom/Skype etc

Computer Operator's License

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Spectrum Computer Courses - Windows - Apple - Android

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

Please mark with a “ X ” those courses in which you are interested, & return
If you only need a refresher, mark as “ R ”, If you are unsure, mark with a “ ? ”

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 Smart phones, Tablets etc	Mouse & Keyboard Skills For Beginners (Wordpad) Clipboard, Fonts, Paragraphs Copy/cut & paste, Shortcuts, The Ribbon, Insert, Editing Making basic changes Printing, Settings, Control Panel, Scrolling	Emailing & Internet For Beginners Browsers, Google, Gmail, Create Messages, Folders & Filing, Contacts, Reply & Forward, Social sites News, Weather, Online banking, YouTube, Buying/booking online, Spam, Viruses	
Course 1 (Overview)	Course 1 (Overview)	Course 1 (Overview)	
Course 2 (Basic/Fundamentals)	Course 2 (Basic/Fundamentals)	Course 2 (Basic/Fundamentals)	

Beyond The Basics

MS Windows Files, Folders, Backups, Clean ups, Search, Apps, Start menu, Task bar, Control panel, Settings, File explorer, Snipping tool Recycle Bin,	Internet Browsing, Google & Social sites An extension of emailing & Internet for beginners, Microsoft Edge, Google Chrome, Firefox, Gumtree, eBay, Skype, Zoom, Viber etc	
Course 1 (Overview)	Course 1 (Overview)	
Course 2 (Basic/Fundamentals)	Course 2 (Basic/Fundamentals)	
Course 3 (Intermediate/Advanced)	Course 3 (Intermediate/Advanced)	

Microsoft Office - Essentials

Starting with Microsoft 10
at Home in MS Office
Word Processing
Spreadsheets

Presentations
Databases
Working with the Calendar
People

Tasks
Sharing Data
ONE Day (1) >
TWO Day (2) >

Depending on Prior Learning of Trainee, this can be either a One-day or a Two-day course.
Workbooks allow for Self-Pacing after delivery by the tutor of the elements of the course.

Microsoft Office – Beyond Essentials

Word Processing:-

Spreadsheets:-

Emailing/Calendar Organiser:-

MS Word Types of docs Start Screen Typing Txt/Numb, Saving, Spellcheck, Making basic changes Printing, Ribbon, Styles, Tables, Templates, Insert, Copy/Paste	MS Excel Enter Data, Templates, Typing Txt/Numbers, Dates, Formula, Saving, Making basic changes, Formatting, Charts Table Lookup, Pivot Tables, Macros, Functions, Goal seek	MS Outlook Reading Pane & View, Create Messages, Folders & Filing, Contacts, Reply & Forward, Insert Signatures, Attachments, Calendar, Create Meeting, Create Task, Appointments
Course 1 (Overview)	Course 1 (Overview)	Course 1 (Overview)
Course 2 (Basics/Fundamentals)	Course 2 (Basics/Fundamentals)	Course 2 Emailing -(Fundamentals)
Course 3 - Continued (Basics/Fundamentals)	Course 3 - Continued (Basics/Fundamentals)	Course 3 (Intermediate/Advanced)
Course 4 (Intermediate)	Course 4 (Intermediate)	
Course 5 (Advanced)	Course 5 (Advanced)	

Data Base:-

Presentation & Slide Show:-

Desk Top Publishing:-

MS Access <i>Courses Available By Arrangement</i>	MS Power Point Creating a Blank Presentation Themes Applied Adding Text to a Slide Saving the Presentation New Slides Inserting Draw & Format Shapes Online Pictures Inserted Slide show presentation Templates Animations & Transitions	MS Publisher Basic Features Working with Text Text Technique Building Blocks Shapes Pictures Tables Design & Layout Master Pages Save & Share
Course 1 (Overview)	Course 1 (Overview)	Course 1 (Overview)
Course 2 (Basic/Fundamentals)	Course 2 (Basic/Fundamentals)	Course 2 (Basic/Fundamentals)
Course 3 (Intermediate/Advanced)	Course 3 (Intermediate/Advanced)	

Accounting Software

Interactive Accounting Software:-

Bookkeeping for Beginners (Mod 8) Data Entry, Cash Books, Coding, Ledgers, Assets Liabilities, Accounting Software, P&L, Balance Sheet, Gross Profit %, Ratios, Accrual V Cash Bills and Invoices "In the Cloud"	Reckon Acs (Up to 8 Modules)- or Quickbooks Online Setting up New Business Day to Day Processing Advanced Processing Business Reporting Payroll Management End of Period Reconciliation Inventory Management	MYOB (Up to 8 Modules) or MYOB online Setting up New Business Day to Day Processing Advanced Processing Business Reporting Payroll Management End Period Reconciliation Inventory Management	
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 Turning on the iPad Photos The Setting App Installing an App Passcodes Control Centre Charging the iPad Updating IOS The Home Button	Apple iPhone Phone Basics Sharing Photos Backing up Your iPhone Maintaining your iPhone Using Social Media Watching Movies & TV Charging the iPad Updating IOS The Home Button	Apple Mac <i>Courses Available By Arrangement</i>	
Course 1 (Fundamentals/Basic)	Course 1 (Fundamentals/Basic)	Course 1 (Fundamentals/Basic)	
Course 2 (Intermediate)	Course 2 (Intermediate)	Course 2 (Intermediate)	

Spectrum Computer Courses **0409-364566**

We can offer you personalised/customised training – One on One by TELEPHONE
 All Self Pacing Courses are assisted with Comprehensive Workbooks & Course Materials
 – and we also Travel for One on One – or Small Groups - Face to face –

Regards, Ray Eastgate
 Trainer/Coach/Tutor

Spectrum Computer Courses **0409-364566** - Call or Text Ray – 7 days

Email:- spectrumray@bigpond.com

www.spectrumcomputercourses.com.au << click here

Phone Today for more information on our varied methods of Training

- ✓ One on One by Telephone/Zoom/Skype etc
- ✓ One on One Face to Face
- ✓ Small Groups Face to Face