

## The Next Step

If you have completed the Over 40's Computer course or just want to expand your knowledge, then here is the Next Step. This eight week course covers an introduction to Microsoft programs including Microsoft Word 2010, Excel and PowerPoint.

Includes such topics as:

- Formatting Text
- Paragraph and Page Formatting
- Print Preview
- Images and Display
- Entering numbers and Text
- Performing mathematical calculations
- Creating Formulae and charts
- Tables



### Commencing:

**Wednesday 5th October - 23rd November  
9.30am - 12.00pm**

**Fees:           Standard:       \$75  
                  Concession:   \$65**

**NOTE:** Government subsidised & concession course fees only apply to self funded individuals who meet citizenship/residency criteria. Individuals who do not meet citizenship/residency criteria & Organisations providing funding (even indirectly) are not eligible for these reduced rates & must pay the FULL FEE.

**Contact us NOW on 9369 2726  
for more information**