

## Get the most out of your software !

How many times do organizations invest thousands in computers and software and leave their staff to find their own way?

Many staff do a great job teaching themselves but often miss simple short cuts. This can



- \* reduce productivity
- \* cause frustration

### ***SOUND FAMILIAR?***

The Soft@ware™ Office M@ster program provides clear, simple and straight-forward training in all MS Office applications.

**Easily**

**Effectively**

**Professionally**

**First time**

**Every time**

[www.softwarelearning.com](http://www.softwarelearning.com)

Our Soft@ware™ training program clears the fog and allows you to master the *Microsoft Office* software you use the most.

## OFFICE M@STER

by

**Soft@ware**  
**Learning**

Flexible office training solutions

SOFT@WARE LEARNING PTY LTD

PO Box 3931  
SOUTH BRISBANE 4101

Phone: 07 3846 6217

Fax: 07 3846 6219

[admin@softwarelearning.com](mailto:admin@softwarelearning.com)



Frustrated by your "Office" software?

**We can help..**

**Soft@ware**  
**Learning**

Flexible office training solutions

Ph: (07) 3846 6217  
[www.softwarelearning.com](http://www.softwarelearning.com)

## Flexible solutions

- \* **Onsite Training Option**  
One-on-One tuition with an expert
- \* **Office M@ster**  
We'll come to you!!  
Full day workshops at your workplace (max 12 people)
- \* **Customised Training**  
Got specialised software that ingetrates with MS Office? We can adapt a workshop just for you

**Attend one of our one-day workshops and m@ster your Office applications once and for all !**

## How do I book?



- Book online at [www.softawarelearning.com](http://www.softawarelearning.com)

- Phone: 07 3846 6217

- email [admin@softawarelearning.com](mailto:admin@softawarelearning.com)

[www.softawarelearning.com](http://www.softawarelearning.com)

## INTRODUCING...

### OFFICE M@STER

Our Soft@ware™ training program teaches you or your people to master the Microsoft Office software you use most and become

- more productive
- less stressed
- more professional



## What will it cost?

You will be amazed at how economical these courses can be.

All **Office M@ster** courses are full day workshops with refreshments and lunch provided. Each one for only \$198 plus GST. Talk to us to discuss pricing on other training options.



## Which course would suit?

### Unsure of your skill level?

Why not complete our online skills test. Then contact us and enroll in a course that is right for you to improve your knowledge

[www.softawarelearning.com](http://www.softawarelearning.com)

## Public Workshops—Brisbane

**Soft@ware™ runs regular Office Master workshops in Brisbane. Available now...**

- **MS Word 2003 & 2007**  
Basic, Intermediate, Advanced
- **MS Excel 2003 & 2007**  
Basic, Intermediate, Advanced
- **MS Access 2003**  
Basic, Intermediate, Advanced
- **MS Powerpoint 2003 & 2007**
- **MS Publisher**
- **MS Project**
- Basic Computer/Outlook 2003 & 2007
- Transition to Office 2007

## Where do I go?

Our main office & Public Training venue:

**Priority Learning Centre**

**431 Montague Rd West End, Brisbane**

Using state-of-the-art Computer Laboratory

[www.softawarelearning.com](http://www.softawarelearning.com)