

Microsoft Office Courses



Course Aim:

Gain the skills and knowledge to master the use of Microsoft Office programs – Excel, PowerPoint and Word. The Microsoft courses on offer provide practical skills, taking participants to the next level of their capability.

Courses:

- Microsoft Excel: Introduction/Intermediate/Advanced
- Microsoft Excel: Charts & Graphs/Pivot Tables
- Microsoft Excel: Using Complex/Simple Formulas
- Microsoft PowerPoint: Introduction
- Microsoft Word: Introduction/Intermediate
- Microsoft Word: Track Changes ***NEW***



Eligibility: The course is open to Western Health Employees and External Participants



Max. Participants: 6

Enrolment:

<http://enrol.vetenrol.com.au/?clientid=VT-WESTERNHEALTH>

Inquiries: WHS-CEAdmin@wh.org.au



Trainer: Andrew Chong, SATT (Simple as that Training)



ACKNOWLEDGEMENT OF COUNTRY

Western Health acknowledges the Traditional Owners of the land on which we work and learn, and we pay our respects to their Elders past, present and emerging.



Western Health

Please be advised – all bookings are confirmed via email confirmation. Places are strictly limited. Education & Learning reserves the right to amend, alter or cancel this booking if required.