



IPA Reg 1-61610
IPA Cert 92107

Veniba Training Services

Upcoming October Short Computer Courses

PO Box 83
Diwai, Madang
Ph: 852 0606
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	MYOB (Introductory)	Microsoft Excel (Intermediate)	Microsoft Project (Introductory)
Starting	6 October 2008	9 October 2008	13 October 2008
Entry Criteria	Year 10, working knowledge of MS Windows	Year 8, working knowledge of MS Word/Excel	Year 10, working knowledge of MS Windows, familiarity with project management
Duration	3 days (21 hours)	2 days (14 hours)	3 days (21 hours)
Venue	Madang	Madang	Madang
Reference	VA101 MYOB Workbook (Provided)	VI105 MS Excel Workbook (Provided)	VI205 MS Project Workbook (Provided)
Cost	K600.00	K400.00	K600.00
Training outcomes	<p>By the end of the program the participant will be able to;</p> <ul style="list-style-type: none"> Describe basic Accounting concepts and the reason for accounting Start and navigate around MYOB Modify the chart of accounts to suit specific business needs Enter account opening balances Enter customer and supplier details Setup inventory Use purchasing features, pay for purchases Make sales to customers Record customer payments Work with inventory Write cheques Perform bank reconciliation Produce a variety of business reports Understand how MYOB is used to track GST obligations 	<p>By the end of the program the participant will be able to;</p> <ul style="list-style-type: none"> Be familiar with the Excel window Use Format-Painter Use conditional formatting Perform goal seek analysis Import and export Excel data Sort data Basics of Formulas Use named cells and ranges Use the IF() function Perform single workbook consolidation Understand pivot tables Use absolute and relative cell addressing in formulas Use complex formulas Use inbuilt Excel functions, such as COUNT() and MAX() Use Pivot tables and Pivot charts Use Macros to automate repetitive tasks 	<p>By the end of the program the participant will be able to;</p> <ul style="list-style-type: none"> Create a Project Plan Enter and organize Tasks Assign task start and finish dates Assign resources to tasks Enter costs for Materials and Work resources How do you view the schedule Add WBS Codes Adjust the schedule Save the Project Plan Track and manage progress of the project Track work by resource Compare actual costs to the budget Balance a resource's workload Format the schedule Print project information

* Refreshments, training materials and certificates provided

NTC Recognised organization, trainer and courses

Trainer for the above course is Mr Nick Mleczko, (20 years IT experience, 10 years IT training)

For more information and enrolment forms call us on **852 0606 / 682 0654** or visit our website **www.veniba.com**

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	Microsoft Word (Introductory)	Microsoft Excel (Introductory)	Microsoft Access (Introductory)
Starting	20 October	22 October	27 October
Entry Criteria	Completed year 8	Completed year 8, familiarity with MS Windows	Completed year 8, familiarity with MS Windows
Duration	2 days (14 hours)	2 days (14 hours)	2 days (14 hours)
Venue	Madang	Madang	Madang
Reference	VI101MS Word Workbook (Provided)	VI104 MS Excel Workbook (Provided)	VI105 MS Excel Workbook (Provided)
Cost	K200.00	K200.00	K250.00
Training outcomes	<ul style="list-style-type: none"> Recognize the relevant OHS practices associated with using a Personal Computer Describe basic computing terms and concepts Manage computer files Create, save, retrieve and print a word-processed document Spell-check documents Apply different editing techniques Format documents Select text using mouse and/or keyboard Use Find/Replace function Use manuals and on-line help to solve problems Apply recycling techniques to minimize paper waste 	<ul style="list-style-type: none"> Open Excel and navigate around a Workbook Understand basic spreadsheet terminology Explain the major uses for spreadsheets Format cells and cell ranges Effectively move and copy data around a Worksheet Create formulas Explain the difference between absolute and relative cell addressing Use Excel functions such as; AutoFill, AutoSize, AutoFormat and AutoSum Perform data sorts Explain the reasons for a circular reference error Use Excel online help facility Create Charts Use Format Painter Print Preview and Print worksheets 	<ul style="list-style-type: none"> Describe what a database is Design a simple database with workable data structures Explain different field types, their uses and the reasons for using them Create a table with different field types Create a simple Query Create a simple Form Create a simple Report based on a table and/or Query Create table Relationships Explain why Access databases should be Compacted and Repaired Print a Record, Datasheet or Database object

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