



IPA Reg 1-61610  
IPA Cert 92107

# Veniba Training Services

## September Short Computer Courses

PO Box 83  
Diwai, Madang  
Ph: 852 0560  
Fax: 852 0192  
Mob: 682 0654/7229 9684  
e-mail: info@veniba.com  
web: www.veniba.com

	<b>Microsoft Excel 2007 (Intro)</b>	<b>Microsoft Word 2007 (Intro to Computers)</b>	<b>MYOB v16 (Intro)</b>
<b>Starting</b>	21 September 2009	23 September 2009	28 September 2009
<b>Duration</b>	2 days (14 hours)	2 days (14 hours)	3 days (21 hours)
<b>Cost</b>	K200.00	K200.00	K600.00
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>• Open Excel and navigate around a Workbook</li> <li>• Understand basic spreadsheet terminology</li> <li>• Explain the major uses for spreadsheets</li> <li>• Effectively move and copy data around a Worksheet</li> <li>• Create formulas</li> <li>• Explain the difference between absolute and relative cell addressing</li> <li>• Use Excel functions such as; AutoFill, AutoSize, AutoFormat and AutoSum</li> <li>• Use Excel online help facility</li> <li>• Create Charts</li> <li>• Use Format Painter</li> <li>• Print Preview and Print worksheets</li> <li>• and more...</li> </ul>	<ul style="list-style-type: none"> <li>• Recognize the relevant OHS practices associated with using a Personal Computer</li> <li>• Describe basic computing terms and concepts</li> <li>• Manage computer files</li> <li>• Create, save, retrieve and print a word-processed document</li> <li>• Spell-check documents</li> <li>• Apply different editing techniques</li> <li>• Format documents</li> <li>• Select text using mouse and/or keyboard</li> <li>• Use Find/Replace function</li> <li>• Use manuals and on-line help to solve problems</li> <li>• Apply recycling techniques to minimize paper waste</li> <li>• and more...</li> </ul>	<ul style="list-style-type: none"> <li>• Describe basic Accounting concepts and the reason for accounting</li> <li>• Start and navigate around MYOB</li> <li>• Modify the chart of accounts to suit specific business needs</li> <li>• Enter account opening balances</li> <li>• Enter customer and supplier details</li> <li>• Setup inventory</li> <li>• Use purchasing features, pay for purchases</li> <li>• Make sales to customers</li> <li>• Record customer payments</li> <li>• Work with inventory</li> <li>• Perform bank reconciliation</li> <li>• Produce a variety of business reports</li> <li>• Understand how MYOB is used to track GST obligations</li> <li>• and more...</li> </ul>

\* Refreshments, training materials and certificates provided

NTC Recognised organization, trainer and courses

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

For more information and enrolment forms, come and see us at our office, located in Tilom St next to Melton Grammar and opposite Thomas More Ilaisa Lawyers

You can also call us on **852 0560 / 682 0654 / 7229 9684** or visit our website [www.veniba.com](http://www.veniba.com)