



New Year 2012

New Year 2012	Days	Cost	January	February	March	April
Desktop Publishing, Multimedia & Web Development <small>Course Times 9.30-4.30</small>						
Adobe Acrobat	2	\$935		13/14		12/13
Adobe Captivate	2	\$935			15/16	
Adobe Dreamweaver	2	\$935			8/9	
Adobe Framemaker	2	POA	Available on request			
Adobe Illustrator	2	\$935		16/17		24/25
Adobe InDesign Professional	3	\$1290	18..20	20..22	19..21	16..18
Adobe InDesign Basics	2	\$935	18/19	20/21	19/20	16/17
Adobe InDesign Advanced Features	1	\$475	20	22	22	18
Adobe PhotoShop Professional	3	\$1290		1..3		2..4
Adobe PhotoShop Basics	2	\$935		1/2		2/3
Adobe PhotoShop Advanced Features	1	\$475		3		4
Corel Draw	2	POA	Available on request			
HTML	2	POA	Available on request			
Crystal Reports						
Crystal Report Writer Introduction	2	\$1090	30/31		28/29	
Crystal Report Writer Advanced	2	\$1090		16/17		19/20

Consulting in Excel, Access and Project

Save time and money with the development of effective & efficient solutions. We can turn your spreadsheets & databases into powerful business tools, or get your project set-up and structured correctly.

We will be happy to discuss your particular needs and how we can create the right solution. Contact us to discuss your work by phone on 1300 366 118 or via email sales@ong.com.au



Excel

We can help improve your spreadsheets by; fixing problems you are experiencing, automating time-wasting tasks and getting better information from your data.



Access

Our Access Consultants personally work with you to create customised solutions. We will help plan & create a database which provides relevant information, as well as being functional & easy to use.



Project

The initial set-up of a large or complex project can be a daunting task. We can assist you in creating the framework which will help you manage people & resources, as well as creating reports.



roomhiremelbourne

best service & price

call 1300 366 118

New Year 2012	<i>Version</i>	<i>Days</i>	<i>Cost</i>	January	February	March	April
Microsoft Applications <i>Course Times 9:30-4:30</i>							
WORD PROCESSING							
Word Introduction	03 07 10	2	\$760		2/3		4/5
Word Intermediate	03 07 10	2	\$760		9/10	26/27	
Word Advanced	03 07 10	2	\$825		28/29		26/27
SPREADSHEETS							
Excel Introduction	03 07 10	2	\$760	17/18	7/8 21/22	6/7 20/21	2/3 17/18
Excel Intermediate	03 07 10	2	\$760	19/20	9/10 23/24	8/9 22/23	4/5 19/20
Excel Advanced	03 07 10	2	\$825	23/24	27/28	26/27	23/24
Excel Spreadsheet Builder	03 07 10	2	\$760	18/19	8/9 22/23	7/8 21/22	3/4 18/19
Excel Power User	03 07 10	2	\$795	20/23	10/13 24/27	23/26	20/23
VBA for Excel		3	\$1485		1..3		10..12
EMAIL							
Outlook Complete	03 07	2	\$760		1/2		
Outlook Advanced Features	03 07	1	\$395		2		
PRESENTATIONS							
PowerPoint Complete	03 07	2	\$760		14/15		12/13
DATABASE DESIGN & PROGRAMMING							
Access Introduction	03	2	\$825		14/15		16/17
Access Advanced	03	2	\$825		20/21		26/27
Access Introduction	07 10	2	\$825		23/24		19/20
Access Advanced	07 10	2	\$825			5/6	
VBA for Access		3	POA	Available on request			
PROJECT MANAGEMENT							
MS Project	03 07	2	\$990	23/24	27/28	29/30	26/27
CHARTING & DIAGRAMS							
Visio Complete	03 07	2	\$870		20/21		24/25
Visio Advanced Features	03 07	1	\$460		21		25



For more information call 1300 366 118 or visit www.ong.com.au



Are you upgrading Microsoft Office or Windows?

Many companies are planning to roll-out a new operating system or software in the near future. If this is applicable to your organisation, consider including training as part of the process. For more information call 1300 366 118, or email on training@ong.com.au.

*Convenient
Best Location*

The training can be scheduled to coincide with the roll-out of your new software. Training can be conducted at your office, or at our Training Centre in Melbourne CBD

*Customisation
Save Money*

All courses can be tailored specifically to suit your requirements. Group training also significantly reduces the cost

