

EFFECTIVE 5<sup>th</sup> November 2007



Learn everything for a low monthly fee:

## Online Learning

- Start when you are ready
- Get training for your current skill level
- Learn every software program (Microsoft Word, Excel, Powerpoint, Outlook, files, image editing and even MYOB)
- Learn at your own pace
- No waiting for the slowest in the class or missing out because of the fastest.
- Access training from home or office



### Training Support

Receive free support via our Learning forum and email newsletter tips or paid support at the Centre or via One to One training.

## Learning everything

- Ever been stuck on a particular computer skill to complete a task, but find you may not need those skills again?
- Have basic skills and only need specific skills.
- Want to have skills in many different programs like Word, Excel, and MYOB (or other programs)
  - Documents, letterheads
  - Pricelists, proposals
  - Scheduling & appointments (Outlook)
  - Charts and graphs (Excel, Word and PowerPoint)
  - Formulas and functions (Excel)
  - Edit images, create PDF's
  - Setup accounts, Creating invoices, statements, pay bills, etc (MYOB)

## Call for a free demonstration

### Beginners & Office Courses

Beginners	Microsoft Word	Microsoft Excel
101 Absolute Beginners	201 Views, editing, finding	301 View, editing, resizing
102 Software & Saving	202 Spelling, formats, copy/paste	302 Create, arrange, AutoFit
103 Intro to Keyboard & WP	203 Paragraph & page formatting	303 Formulas, AutoFill, formatting
104 Files, folders & drives	204 Tabs & using the ruler	304 Print area, & printing options
105 Web Browsing	205 Working with tables	305 Charts & formatting charts
106 Email	206 Breaks, templates, header/footer	306 Functions
<b>Intermediate</b>		<b>Microsoft PowerPoint</b>
107 Install, programs, shortcuts	207 Toolbars, symbols, AutoFormat	401 AutoContent & operating
108 Communicating via the web	208 Working with images	402 Formatting, sorter, outlines
109 Image editing	209 Charts, clipart, drawing objects	403 multimedia, transitions, effects
110 Scanning & digital cameras	210 Data & mail merging	
111 Backup & CD Burning	211 Sections, columns, fields	<b>Microsoft Outlook</b>
112 Downloading & Winzip	212 Styles, bookmarks, hyperlinks	701 Calendar, contacts, tasks

### Accounting and website courses

<b>MYOB (Accounting)</b> ^	<b>123ezy websites</b>	<b>123ezy websites</b>
501 MYOB Setup	600 – Set up emails and use webmail	604 – Page Masters and Menus
502 MYOB Day to Day	601 – Web design using the sitebuilder	605 – Publishing Excel & html files
	602 – Upload and link to pdf files	606 – Create an Email newsletter
	603 – Using royalty free images	

**ComputerTrainingOnline.com.au**

\* ComputerTrainingOnline.com.au is a subscription based online computer learning system. Setup fee for "Pay by the month" access of \$149. 12 months minimum membership.



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# EzyLearn Prices & Booking form

- ✓ Need software training on many programs?
- ✓ Search for the correct course by course contents.
- ✓ Want the flexibility to do it when you want and at your own pace?
- ✓ Free support is available via the EzyLearn Online Training Forum

## Membership Options

Want to learn many courses? If your computer skill level is above absolute beginners, it is likely that you know a little bit about various programs. Membership to EzyLearn's ComputerTrainingOnline.com.au gives you online access to every course that we have online. Most courses include videos with audio demonstrations that you can access at home or the office, and workbooks with exercise files that you can use to practise the new skills that you are learning.

**Upfront payment** **\$599**

*You'll receive a username and password that gives one staff member unlimited access to every course that we have, plus new courses as they are added to the Learning Management system. Membership for Subsequent Staff is only \$399 each.*

**Pay by the Month** **\$ 49**

*Now you can benefit immediately but pay for your membership on a monthly basis. You receive the same benefits as paying up front, but get to manage your cash flow better. There is a setup fee of \$149 per company. No Joining fee is required for subsequent staff members.*

## 123ezy website



Create a website easily yourself using professional templates, include forms, images, tables, hyperlinks and much more. Receive ongoing training online on:

*Image editing, website sitebuilder, inserting hyperlinks, creating pdf files, uploading files to the server, email setup, stats, autoresponders, Admin panel access and more, see [www.123ezy.com](http://www.123ezy.com) for more info*

**Setup** **\$ 99**

This is a once only fee. We'll set you up on the 123ezy website system (including pointing your domain name to your server space with us), plus login access to training.

## Web Hosting

Yearly \$275

or

Monthly Hosting \$ 24.90

(office use only)

- |                                  |                                 |                                |   |
|----------------------------------|---------------------------------|--------------------------------|---|
| <input type="checkbox"/> Email   | <input type="checkbox"/> E-News | <input type="checkbox"/> EzyDB | <input type="checkbox"/> Accounts       |
| <input type="checkbox"/> EzyRate | <input type="checkbox"/> LMS    | <input type="checkbox"/> Forum | <input type="checkbox"/> Progress Sheet |

## Your Details:      DATE:

Company: .....

Contact: .....

Address 1: .....

Address 2: .....

Suburb: inc. Postcode .....

Phone (daytime): .....

Fax: .....

Phone (mob /home) .....

Email address: .....

Student Name: .....

Password: \_\_\_\_\_

(client to choose a password). Contact us if more than one staff member joining.

## Membership Option (please tick one)

Option:	Qty	Price
<input type="checkbox"/> Upfront - First Staff member	1	\$599
<input type="checkbox"/> Upfront - Subsequent staff	_____	\$399
<input type="checkbox"/> Pay by the Month – joining fee	1	\$149
<input type="checkbox"/> Staff members (each)	_____	\$49/mth

123ezy Website: Ask for the 123ezy website application form

## Payment details (please tick one):

Credit Card

Number: .....

Type: Visa / MasterCard Exp Date:.....

Name on card: .....

CCV Number: (last 3 digits in signature strip) .....

Cheque (pay EzyLearn Pty Ltd): chq no. ....

Invoice me

EzyRate from Bank Account (complete debit form)

How did you hear about us?.....

**Signature:** .....

Please fax the completed form to **02 8212 8038**.