

ACORN

Training & Consulting

Special Bulletin

www.acorntraining.com.au

Acorn Training and Consulting is one of the largest training providers to the APS and ACT Government and the Canberra business community. We have over 50 workshops which we run regularly as public workshops or as tailored in-house training for groups. This newsletter is to provide regular updates of our public workshop schedule and our workshop availability. Contact us for more information.

Productiv_IT Workshops from Acorn Microsoft Applications Training Developed for the APS

Sale of Training Courses/Manuals

Acorn is now offering its Productiv_IT workshops and manuals for sale to our customers. The workshops come with a **guarantee** and **free** on line support for the first 3 months.

Acorns has been running Microsoft Applications training for over 12 years and in that time over 35,000 people have attended our **Productiv_IT** workshops. The reasons for the popularity of these workshops are;

1. **Productiv_IT** workshops are generic and while developed **specifically for the Public Sector environment they would suit any user**
2. **Productiv_IT** are one day workshops (MS Project is 2 days)– enough to **learn the important productivity features** of the products without the fluff
3. **Productiv_IT** workshops are targeted at all users **from beginner to advanced** users –and show all the important features
4. **Productiv_IT** workshops are hands on – you will go back to the workplace being able to do **all the activities** taught in the workshop
5. These workshops were developed by industry experts with over **15 year's training** experience
6. **Productiv_IT** workshops are competitively priced
7. **Productiv_IT** workshop materials are **excellent reference materials** and in colour.
8. Training/HR staff can attend **Productiv_IT** workshops to evaluate them at **no charge**.
9. Acorn will provide **training expertise** to train your trainers in how to deliver these workshops.
10. Each workshop contains a **full colour manual**, practice exercise files, and instructor's PowerPoint slides.

Range of Productiv IT Workshops

- Productiv_IT with Outlook 2003/7/10
- Productiv_IT with Outlook for EAs 2003/7/10
- Productiv_IT with Outlook for Project Teams 2003/7/10
- Productiv_IT with Office 2003/7/10
- Productiv_IT with Excel 2003/7/10
- Productiv_IT with Word 2003/7/10
- Productiv_IT with PowerPoint 2003/7/10
- Productiv_IT with Project 2003/7/10
- Productiv_IT with Visio 2003/7/10

Acorn provides a free one hour consultation to any manager to help them decide on the use of Productiv_IT workshops for themselves or their team. Training staff can come to the workshops free for evaluation purposes. Ring John on 6217 7000 or email john@acorntraining.com.au

Sale of Manuals

You can now purchase Acorn's MS Office manuals. These are very generic and are suitable for a wide range of organisations. They have been refined over the years and are available for all recent versions of MS Office. Why spend \$\$\$ and hours of effort when you can buy the manuals off the shelf?

Packages

The following packages are available;

1. MS Office 2010 - Productiv_IT with Office 2010, Outlook 2010, Word 2010, Excel 2010, Powerpoint 2010, Project 2010, Outlook for EAs, Visio 2010
2. MS Office 2007 - Productiv_IT with Office 2007, Outlook 2007, Word 2007, Excel 2007, Powerpoint 2007, Project 2007, Outlook for EAs, Visio 2010
3. MS Office 2003 - Productiv_IT with Office 2003, Outlook 2003, Word 2003, Excel 2003, Powerpoint 2003, Project 2003, Outlook for EAs 2003, Visio 2003

We can bundle any combination of the workshops. Call John for more information.

Pricing

1. Individual workshops -	\$ 3,000
2. Packages – 2003	\$ 7,500
3. 2007	\$10,000
4. 2010	\$15,000
5. Training per day if required	\$ 2,750
6. Tailoring	by quotation
7. Manuals	
- Office, Outlook, Word, Excel, PowerPoint, Visio	\$35
- Project	\$60

IT Workshops

Productiv_IT with Outlook 2003/2007/2010

Productiv_IT with Outlook is a dynamic, one-day program for users of Microsoft Outlook to maximise their productivity. This program combines good time management practices and modern technology for people who need to be at their maximum effectiveness. We show you how to configure Outlook to manage your job productively and how to stay on top of the myriad of tasks that come across your desk. Topics covered include;

- The effective use of tasks
- Using categories to plan and manage your work
- How to get the most out of your calendar
- How to become less reactive to email.

Productiv_IT with Outlook 2003/2007/2010 for Executive Assistants

This workshop is designed to assist EA's in achieving good time management practices through the use of modern technology. The trainer shows you how to set up Outlook to manage your workflow and group projects more productively. Learn tips on how to use Outlook to cope with the demanding role of performing as an Executive Assistant. Attendees learn:

- Tips for managing your work and your bosses
- How to coordinate group calendars
- Tricks for assigning tasks and organising meetings.

Productiv_IT with Excel 2003/2007/2010

MS Excel is one of the most popular pieces of software ever written, however it is also the most misused. Most current training focuses on the many features of Excel – but how do we use it to do our work more productively? How can I use it to solve basic business issues and make my life easier? The Productiv_IT with Excel workshop focuses on customising Excel for the end user business applications. Our IT training specialists teach you good work practices order to achieve greater personal productivity using Microsoft Excel. Topics covered include;

- Laying out the worksheet & using large worksheets
- Lists and databases
- Working with text
- Charting
- Working with multiple workbooks.

Productiv_IT with Word 2003/2007/2010

Microsoft Word is a fantastic tool which every one has on their computer – unfortunately few people know how to use it well. Productiv_IT with Word is a one day workshop focused on showing you the applications for Word which will help you. We take popular business problems and workshop ways to solve them in a motivating, non threatening way. It is suggested that participants have a working knowledge of Microsoft Word before attending this workshop. Topics covered include;

- Getting orientated in Word
- Outlining
- Working with and formatting text
- Multi-Sectioned documents
- Using Word automatics
- Using and managing style.

Productiv_IT with Office 2007/2010

Productiv_IT with Office 2007/10 is a dynamic, one day workshop for new users of Microsoft Office 2007 or 2010. This workshop will help them learn how to maximise the use of the new features in the software. We teach you how to use each of the main applications and how to pass information between them. Find out how to get the benefits from the hidden power in MS Office and learn faster ways to perform common functions.

Productiv_IT with Microsoft Project 2003/2007/2010

This workshop introduces participants to some basic concepts of project management, and presents the range of features available in Microsoft Project to assist in the management of a project. Attendees will learn how to efficiently plan, manage and optimise resources to achieve their project goals. This workshop is valuable to anyone who is required to use Microsoft Project to develop a schedule of activities for a project.

The Microsoft Project workshop focuses on making the most of complex office applications. Our IT training specialists teach you good work practices to achieve greater personal productivity using Microsoft Project.

Productiv_IT with PowerPoint 2003/2007/2010

Productiv_IT with PowerPoint is a one day workshop that combines communication theory with modern technology to help you create punchy presentations with effective visual support. We focus on showing you the applications for PowerPoint that will assist you in your workplace. We look at common business environments where you are required to present and workshop ways to maximise your use of PowerPoint in these situations.

Topics covered include;

- Planning your presentation
- Creating your outline
- Adding the graphics
- Adding animation
- Setup & run the slide show
- Printing & publishing
- Media & action buttons.

Productiv_IT with Visio 2003/2007/2010

MS Visio is a software tool that enables visual communication through the creation of business drawings.

On completion of this workshop you will understand how and when to apply specific functions in MS Visio to enhance flowcharts, organisation charts and other process diagrams.

You will learn lots of shortcuts and tips that will save you time when using MS Visio and make you feel less stressed.

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