



Free Navigating Microsoft Office

Short course

Are you interested in finding work in administration and learning how to use Microsoft Office?

Our pre-accredited online course will cover evaluation, planning, deployment and operation of the MS Office applications at basic and intermediate levels.

Course topics:

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint

Eligibility:

You must be an Australian or New Zealand citizen or hold an Australian permanent visa, and live in the City of Maribyrnong.

Course duration:

The course will run for five sessions

Time:

Every Wednesday and Friday
10am - 2pm or 5pm - 9pm.

For further information or to register, please contact:

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