

Take a break...

			8	1		3		
	9	8					1	
5								7
9			4	2				
	5	3				2	4	
				9	1			5
2								3
	4					1	2	
		6		5	8			

[View Solution >>](#)

Welcome to EasyPC Training's new look E-Zine...

"I think we've all heard enough doom and gloom stories recently, so I hope that our new look e-zine will help to brighten your day! If you are one of those unfortunate people to have been affected by the current economic situation, why not take this opportunity to upgrade your PC skills?"

Things have been busy at EasyPC Training recently. We have introduced 3 new courses: MS Access, MS Project and a 2 day MYOB course which includes BAS and reporting.

Hope to see you at EasyPC Training soon... Happy End-of-Financial-Year!"

*Penny Buckwell, Owner, EasyPC Training*

What our clients have to say...

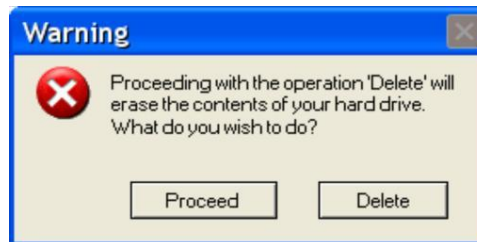
*"Very tailored and customised to suit my needs. Very detailed. Extremely useful. Trainer thinks of all functions that I'll need to know, even those outside of course agenda."*

*Chia Wei Kretschmer, Farmout Pty Ltd*

Funnies...

*"I think there is a world market for maybe five computers."*

*Thomas Watson, chairman of IBM, 1943*



Links...

[33 Ways to Improve your Productivity in MYOB](#) – FREE useful MYOB hints and tips

[Download Free PDF writer](#) – Quickly and easily create PDF documents for FREE

Hints & Tips...



**Microsoft Excel – Insert current date**

1. In a blank cell, type: =TODAY()
2. Press Enter

The date will automatically update when you reopen your spreadsheet.



**Microsoft PowerPoint 2003 – Insert logo on all slides**

1. Go to View > Master > Slide Master
2. Go to Insert > Picture > From File
3. Select picture & position as required
4. Click on Close Master

Course Timetable

**MYOB Day to day Plus**

- Beginners - 13-14 Jul

**Microsoft Excel**

- Beginners – 9 Jun
- Beginners – 2 Jul
- Intermediate – 15 Jul
- Advanced – 16 Jul
- Beginners – 28 Jul

**Microsoft Word**

- Beginners – 11 Jun
- Beginners – 9 Jul
- Intermediate 21 Jul
- Advanced – 22 Jul

**Microsoft Outlook**

- Beginners – 6 Jul
- Advanced – 8 Jul

**Microsoft PowerPoint**

- Beginners – 24 Jun
- Advanced – 8 Jul

**Intro to Computers**

- Windows XP – 1 Jul

**Microsoft Project**

- Beginners – 25-26 Jun

**Microsoft Access**

- Beginners – 16-17 Jun

**Microsoft Visio**

- Beginners – 27 Jul