

*With a Professional Touch!*



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# TRAINING DEPT.

## Introduction to Computers

### **Windows XP Professional** 1800/=

Equips the computer operator with the foundation & basic operation skills. **E-mail & Internet**

 2 hrs. P/d 2wks

### **Ms Word** 2000/=

A word processing application perfects your computer typing skills and documentation

 2 hrs. P/d 3wks


### **Ms Excel** 1500/=

A spread sheet package. Used for worksheet compilation & automated calculations

 2 hrs. P/d 3wks

### **Ms Access** 1500/=

A database management system application Used for record management (creation, storage and retrieval for use.)

 2 hrs. P/d 3wks

# UNiversal


## Computer Services

*With a Professional Touch*

Want to be  
a Graphics Designer?  
You need...


### **Corel Draw** 3500/=

A graphics package that equips the designer with all the DTP creativity skills

 2 hrs. P/d 4wks


### **Ms Power Point** 1500/=

A Design package for creating animated presentations. Adding sound and motion to clips is a sure way of presenting ideas!.....and POWERPOINT gives you this.

 2 hrs. P/d 3wks


### **Ms Publisher** 2000/=

A Desk Top Publishing application for creating publications i.e newspaper layouts brochures, seasons cards, calenders....name them!

 2 hrs. P/d 3wks

### **Adobe Page Maker 6.0** 2000/=

A graphics application that is ideal for design of certificates, letterheads brochures, scanned images and other clips

 2 hrs. P/d 3wks

\* WebDesign, Video Editing & PhotoShop Coming Soon!



**30 Minutes FREE Internet browsing every day for students**