

skill.

ILLUSTRATION

PROJECTS

TEMPLATES

TECHNIQUES

CREATE

Computer and IT

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AIM CUSTOMISED COMPUTER TRAINING

AIM can provide customised computer training structured to meet the needs of your company and staff. Our highly qualified Consultants will be happy to discuss your particular requirements, in all areas of IT training.

AIM computer training provides the knowledge and practical assistance required at every level.

Our Service Includes:

- Training to suit your business
- Optimum group size (one to twelve)
- One on one coaching
- Modern, fully equipped computer training rooms at AIM
- Training at your premises, if preferred
- Design of computer training to suit your requirements.

Microsoft Office 2007 Upgrade

- Understanding the Office 2007 screen components
- Changing the screen view
- Using the office button
- Using ribbons, tabs and groups
- Customising the quick access toolbar
- Making the most of Word, Excel, PowerPoint and Outlook 2007
- Accessing interactive Office 2007 command references.

Microsoft Office 2010 Upgrade (once released)

- Understanding the Office 2010 screen components
- Changing the screen view
- Using office back stage
- Using ribbons, tabs and groups
- Customising the quick access toolbar
- Making the most of Word, Excel, PowerPoint and Outlook 2010
- Working with Web applications.



Access Queries

- Creating simple queries
- Including calculated values in queries
- Using functions in queries
- Summarising data with grouping queries
- Parameter queries.

BlackBerry Training

- Personalising and setting up the BlackBerry
- Using the phone
- Collaborating with the BlackBerry
- Sending and receiving messages
- Arranging appointments and meetings
- BlackBerry shortcuts and typing options
- Synchronising and managing email.

Computer Training at Your Premises
(not available at AIM premises).

MYOB Introduction

MYOB is a powerful accounting package providing computerised book keeping for small to medium sized enterprises. Program content can include:

- Moving to MYOB - set up and customisation
- Managing debtors and creditors
- Using MYOB for recording GST transactions
- Using MYOB for payroll.

Web Site Training

In addition to the open web courses we can provide customised web site training in:

- Flash
- Flex
- Contribute
- Expression Web.



AIM INFORMATION TECHNOLOGY TRAINING AND CONSULTING SERVICES

AIM offers technological expertise from consulting to hands-on-implementation. Our highly experienced and qualified consultants are available to assist in many areas, including:

Assessing Training Needs and Developing Training Strategies

If you are unsure of the current skill level of your employees we can provide an in-depth training skills analysis. Once this analysis is complete we can prepare a specific training plan for your organisation. This will provide the best solutions for up-skilling your employees with the most relevant computer skill and knowledge.

Training for Industry Specific Software Applications

For organisations with specific and often unique software applications, AIM can provide you with a complete 'training package'. This could include:

- Developing your own training material
- Designing teaching modules and workshops
- Delivering the training to your staff
- Training your staff and providing them with the knowledge to train their own teams.

IT Consulting

We provide a consulting service reviewing which systems/databases might be best suited to your needs. We can also assist your organisation to achieve efficient and effective use of your existing IT systems.

Template Design and Consulting in Word (VBA)

We work with clients to create and implement automated templates (standard documents) in Word. The benefits of using automated templates include:

- Consistent look for all documents produced in-house
- Ease of use – even inexperienced computer users can produce professional looking and consistent documents
- Time savings through fast and efficient creation of correspondence and material.

Access Database Design, Modification and Training

If you use Access within your working environment, our team of Consultants can help you to:

- Rectify existing problems
- Re-design your database
- Design and construct a new database
- Train individuals or groups in Access.

For further information contact us on (08) 9383 8000

Introduction to Computing

Good Basics

Program Overview:

This program provides you with an understanding and appreciation of computers including terminology, functions, hardware and appropriate uses of different software programs. It gives you a broad understanding of trends and issues within the industry.

Designed for:

Those with little or no experience with personal computers.

Content:

- Introduction to computers
 - Basic hardware components and their use
 - How the computer works
- Using the computer
 - Using the Windows operating system
- A basic introduction to Excel, Word, Internet Explorer and Outlook
 - Creating and saving files
 - Opening files
 - Editing files
 - Basic formatting
 - Printing.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Identify the major components of a computer system
- Use basic features in Excel, Word, Internet Explorer and Outlook
- Work with a PC using Microsoft Windows
- Use appropriate computer terminology
- Understand the trends within the computer industry.

Program No: 701

Duration: 1 day

Times: 9.00am - 4.30pm

Dates: January 22
February 15
April 12
June 21
August 25
October 6
November 30

Fees: \$415.00
\$350.00 Corporate/Professional Members

Learn to Touch Type

The Technique

NEW PROGRAM

Program Overview:

At the completion of the workshop, you will comfortably and confidently use the correct typing technique, without constantly looking down.

Designed for:

People who want to remove the frustration when typing. Touch typing is a skill anyone can master. Age is no barrier and no previous computer experience is required. With practice, you will be touch typing with speed and accuracy in no time.

Content:

- Learn the correct typing technique in just four hours
- Proven step by step formula that offers keyboard excellence
- Focus on achieving accuracy – speed develops with practice
- Occupational Health and Safety issues are carefully addressed.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Improve productivity and accuracy
- Focus on ideas, not the keyboard
- Promote good posture and reduce muscle strain
- Eliminate frustration
- Write emails in a fraction of the time
- Look competent and professional.

Program No: 750

Duration: ½ day

Times: 9.00am - 1.00pm

Dates: February 2
April 13
June 11
August 3
October 22
December 2

Fees: \$260.00
\$215.00 Corporate/Professional Members

PROGRAM WAS RELEVANT AND EDUCATIONAL

Introduction to Windows

Understand Windows and Organise Files

Program Overview:

This program will provide you with the skills necessary to work confidently in the current Windows environment. It will enable you to perform file and folder management procedures, run different applications and customise parts of the Windows environment.

Designed for:

People who have used Windows applications like Word or Excel for some time, but have little knowledge of the Windows operation system and file management procedures. It is expected that participants are familiar with the basic functions common to all Windows applications (save, open and print).

Content:

- The Windows environment
 - Mouse actions and context menus
 - Starting applications
 - Minimising, maximising and restoring windows
 - Multi-tasking
- Folder and file management using Windows Explorer
 - Drives, folders and files
 - Creating folders
 - Moving, copying or deleting files and folders
 - Searching for files
 - Folder properties
- Customised Windows settings
 - Display properties
 - Mouse, date and time settings
 - Application shortcuts (desktop icons).

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Run different applications
- Switch between applications using the taskbar
- Perform file and folder management procedures
- Customise parts of the Windows environment.

Duration: ½ day

Times: 9.00am - 1.00pm

Dates for Program No 703 MS Office Version 2002, 2003 & 2007:

February 8
April 9
July 13
September 20

Dates for Program No 003 MS Office Version 2010:

August 2
November 15

Fees: \$260.00
\$215.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

Outlook Introduction

Essential Skills

Program Overview:

This program introduces you to the main features of Outlook and helps you become familiar with the most frequently used features.

Designed for:

People who are fairly new to Outlook or who currently use Outlook to simply receive and send messages, but need to find out about additional email features, the calendar and tasks.

Content:

- Using Email
 - Addressing and sending messages
 - Receiving, forwarding and replying to messages
 - Changing the Inbox display
 - Sorting and finding messages
 - Filing and deleting messages
 - Inserting, opening and saving attached files
 - Changing the Inbox display
- Using the Calendar
 - Entering appointments, meetings and all-day events
 - Changing the Calendar display
- Using Contacts
 - Creating, modifying and using Contacts
 - Changing the Contacts display
- Using Tasks
 - Creating and modifying Tasks
 - Changing the Tasks display
 - Displaying Tasks in the Calendar
- Using Notes
 - Notes as electronic 'post-it' stickers
- Using the Journal
 - Record activities using the Journal.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Create new messages and deal with incoming messages
- Use the Calendar to manage their time and schedule meetings
- Maintain address lists with Contacts
- Keep track of current and future tasks
- Use Notes and the Journal.

Duration: 1 day

Times: 9.00am - 4.30pm

Dates for Program No 702 MS Office Version 2002, 2003 & 2007:

January 25
March 19
May 11
July 26
September 13
November 25

Dates for Program No 002 MS Office Version 2010:

July 21
October 12

Fees: \$415.00
\$350.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

Outlook Advanced

Time Management Techniques in Outlook

Program Overview:

This program provides you with the skills to maximise the use of Outlook, manage the flow of emails and keep track of your time. It introduces techniques to use Outlook to increase your efficiency and offers tips for writing professional email messages - quickly.

Designed for:

People who are currently using Outlook, but need to become more efficient. It is for those interested in finding out about additional features designed to increase productivity. It is also designed for those who want to learn how to write clearer email messages. Participants are expected to have a working knowledge of the topics covered in Outlook Introduction (Program No. 702/002, see page 115).

Content:

- Managing the flow of emails
 - Using different mail formats
 - Selecting message options for new messages
 - Creating personal distribution lists
 - Tidying up the Inbox – creating and using folders
 - Making the most of the Search folders
 - Flagging messages for follow-up and use the Follow Up folder
 - Using Delivery Rules and the Out of Office Assistant
 - Adding an email signature
 - Reducing the duplication of files – attaching files as links
 - Recalling and resending messages
- Keeping track of time with the Calendar
 - Creating recurring appointments and all day events
 - Scheduling meetings and updating meeting requests
 - Categorising appointments
- Accessing information quickly with Contacts
 - Organising contacts by applying categories
 - Sending electronic business cards
- Creating an electronic To-Do-List with Tasks
 - Creating and organising tasks
 - Assigning tasks to others
- Sharing information
 - Giving others access to your Calendar, Inbox or Tasks
 - Opening other calendars you have access to
 - Sharing Outlook folders
 - Using Public folders
- Writing clear and concise email messages
 - Understanding copyright issues
 - Writing clear subject lines, using appropriate greetings and sign-offs
 - Structuring messages for maximum impact
- Archive and Export.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Manage the flow of email messages
- Use the Calendar to manage their time and schedule meetings
- Maintain address lists with Contacts
- Keep track of current and future tasks
- Write clear messages that have real impact – quickly.

Duration: 1 day

Times: 9.00am - 4.30pm

Dates for Program No 705 MS Office Version 2002, 2003 & 2007:

March 12	August 27
April 28	September 4
June 24	November 26

Dates for Program No 005 MS Office Version 2010:

July 30	September 23
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Fees: \$415.00

\$350.00 Corporate/Professional Members

Word Introduction

Essential Skills

Program Overview:

This workshop will build skills in Word for Windows to create and edit documents and explore many of the essential features of the program.

Designed for:

People who wish to develop skills in Word for Windows. It is expected that you will be familiar with the basic functions common to all Windows applications (save, open and print files). If you are not familiar with these functions, it would be advisable to attend the Introduction to Computing (Program No. 701, see page 114).

Content:

- Understanding the Word screen layout
- Creating and saving documents
- Previewing and printing a document
- Editing documents (deleting/inserting text)
- Moving and copying text
- Spell checking documents
- Applying character formatting
- Using paragraph formatting (alignment, spacing, indents, borders, bulleted and numbered lists)
- Inserting page breaks and page numbers.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Create, edit and save documents
- Move and copy text
- Enhance the format of text
- Add lines and borders to headings
- Create numbered lists
- Add page numbers to multi-page documents.

Duration: 1 day

Times: 9.00am - 4.30pm

Dates for Program No 728 MS Office Version 2002 & 2003

January 15	July 12
February 12	August 10
March 10	September 22
April 12	October 15
May 10	November 23
June 14	December 3

Dates for Program No 828 MS Office Version 2007:

May 20	October 22
July 23	November 29
August 26	December 16
September 17	

Dates for Program No 028 MS Office Version 2010:

July 23
August 26
October 22
November 29

Fees: \$415.00

\$350.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

Word Intermediate (A)

Formatting Techniques

Program Overview:

This program will assist you in using the intermediate formatting features of this sophisticated word processing package.

Designed for:

Those who wish to extend their knowledge of Word and develop better formatting skills. It is expected that participants have a working knowledge of the topics covered in the Word Introduction program and are familiar with basic functions and formatting in Word.

Content:

- Paragraph formatting (spacing, tabs, indents and borders)
- Multilevel paragraph numbering
- Page and section breaks
- Page and section formatting (margins, orientation, headers and footers)
- Inserting fields (page numbers & file name) into headers and footers.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Use indents and hanging indents
- Use automatic and multilevel paragraph numbering
- Use borders and shading
- Set, move and delete tabs (left, right, centre and decimal tabs)
- Change margins and paper orientation
- Use page and section breaks
- Use headers and footers
- Add page numbers and file names to headers and footers.

Duration: 1 day

Times: 9.00am - 4.30pm

Dates for Program No 729 MS Office Version 2002 & 2003:

January 18	July 9
February 18	August 13
March 18	September 9
April 13	October 7
May 26	November 15
June 14	December 17

Dates for Program No 829 MS Office Version 2007:

February 10	June 28
March 26	July 22
April 21	September 22
May 4	November 12

Dates for Program No 029 MS Office Version 2010:

August 27
October 21
December 8

Fees: \$415.00
\$350.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

Word Intermediate (B)

Display Techniques and Mail Merge

Program Overview:

This program will assist you in using this sophisticated word processing package more effectively in your work.

Designed for:

Those who wish to extend their knowledge of Word. It is expected that participants have a working knowledge of the topics covered in the Word Introduction program and are familiar with basic functions and formatting in Word. Word Intermediate (A) is not a prerequisite.

Content:

- Tables
- Sorting
- Working with multiple documents
- Copying text or graphics from other applications
- Text columns
- Mail merge
- Drawing and pictures.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Create and format tables
- Sort lists of information alphabetically or numerically
- Copy information from other Word documents
- Copy information from other programs
- Use print merge to create personalised standard letters
- Sort mailing addresses
- Print address labels
- Use text columns to enhance document layout
- Insert graphics
- Work with drawing tools (including text boxes).

Duration: 1 day

Times: 9.00am - 4.30pm

Dates for Program No 732 MS Office Version 2002 & 2003:

January 13	July 22
February 17	August 11
March 18	September 3
April 21	October 6
May 17	November 17
June 8	December 9

Dates for Program No 832 MS Office Version 2007:

February 11	August 2
March 25	September 30

Dates for Program No 032 MS Office Version 2010:

July 28
October 11
December 15

Fees: \$415.00
\$350.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

PRACTICAL SKILLS

Word Advanced (A)

Templates, Forms and Macros

Program Overview:

This program will introduce you to the more advanced techniques of Word, creating and automating standard documents and customising Word.

Designed for:

Those users who wish to expand their skills in the use of Word. It is expected that you will have a working knowledge of the topics covered in the Word Intermediate (A) program. Word Intermediate (B) is not a prerequisite, but participants will need to be familiar with creating tables.

Content:

- Creating and editing templates
- Using fill-in prompts
- Creating templates and forms with form fields
- Using date and reference fields
- Inserting user information fields
- Calculating in forms
- Creating autotext or quickparts
- Recording macros
- Customising toolbars, menus and keyboard shortcuts
- Creating and using pre-formatted elements (v 2007 + 2010 only).

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Create and fill in automated standard forms, using templates, fields and macros
- Create shortcuts
- Add commands to toolbars, menus and keystrokes
- Calculate data entered into forms
- Create and use autotext for frequently used text.

Duration:	1 day
Times:	9.00am - 4.30pm
Dates for Program No 730 MS Office Version 2002 & 2003:	
February 3	August 4
April 6	October 8
June 4	December 3
Dates for Program No 830 MS Office Version 2007:	
March 4	September 6
May 6	November 4
June 30	
Dates for Program No 030 MS Office Version 2010:	
August 9	
November 16	
Fees:	\$415.00
	\$350.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

Word Advanced (B)

Working with Long Documents

Program Overview:

This program assists you to efficiently manage long documents and develop consistency of layout.

Designed for:

People who work with lengthy documents. It is expected that you will have a working knowledge of the topics covered in the Word Intermediate programs, in particular paragraph formatting, page and section formatting. Word Advanced (A) is not a pre-requisite.

Content:

- Creating the template
- Creating and using styles
- Heading numbering
- Working with outline views
- Linking multiple documents
- Inserting a table of contents
- Creating an index
- Inserting footnotes or endnotes
- Inserting cross-references and captions
- Tracking changes.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Create templates
- Create headers and footers, including page numbers and other fields within sections
- Use styles for formatting, numbering, headings and paragraphs
- Create a table of contents from styles and insert an index
- Link various documents
- Insert footnotes or endnotes
- Cross-reference information within documents
- Add captions to tables, graphics, headings or other items
- Track and manage the changes made to a document.

Duration:	1 day
Times:	9.00am - 4.30pm
Dates for Program No 743 MS Office Version 2002 & 2003:	
February 9	August 12
April 7	October 11
June 8	November 24
Dates for Program No 843 MS Office Version 2007:	
March 9	September 10
July 8	December 16
Dates for Program No 043 MS Office Version 2010:	
September 16	
December 10	
Fees:	\$415.00
	\$350.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

EXTENSIVE RANGE OF PROGRAMS

Word Beyond Advanced

Automating Word Templates with VBA

Program Overview:

Automating those documents staff have to type frequently, such as faxes, letters and reports can save a great deal of time. This program helps participants to develop automated standard documents that can be used by the entire organisation. Participants will develop templates with dialog boxes using Visual Basic for Applications.

Designed for:

Office administrators or others who want to automate and simplify the use of standard documents for their department or organisation. Participants are expected to be competent advanced users of Word with some knowledge of macros.

Content:

- Using macros to automate complex repetitive tasks
- Creating toolbars
- Adding macros to toolbars
- Using VBA to create dialog boxes to fill in standard documents
- Adding text fields and drop down lists to dialog boxes
- Using tick boxes and option buttons in dialog boxes
- Storing user information
- Inserting information from a dialog box into a document
- Making toolbars and templates available to all staff.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Identify and modify file locations
- Create automated templates with dialog boxes
- Create and edit dialog boxes using VBA
- Create and modify customised toolbars
- Record and edit macros in VBA
- Make templates available to the entire department/organisation.

Program No:	733
Duration:	1 day
Times:	9.00am - 4.30pm
Dates:	March 16 June 21 September 15
Fees:	\$415.00 \$350.00 Corporate/Professional Members

Excel Introduction

Essential Skills

Program Overview:

This program introduces you to the Excel spreadsheet package. You will learn how to design, format, print spreadsheets and charts, as well as how to develop formulas and functions.

Designed for:

Those who have little or no experience with this spreadsheet package. It is expected that participants are familiar with the basic functions common to all Windows applications (save, open and print). If you are not familiar with these functions, it would be advisable to attend the Introduction to Computing (Program No. 701, see page 114).

Content:

- Entering and editing data
- Moving around the Excel screen
- Copying and moving data
- Writing and applying formulas
- Inserting commonly used functions
 - SUM and AVERAGE
 - MAX and MIN
 - COUNT
- Formatting the worksheet
- Printing the spreadsheet
- Creating and printing charts.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Use Excel commands
- Design and construct spreadsheets
- Use simple functions and formulas
- Create and print charts.

Duration:	1 day
Times:	9.00am - 4.30pm
Dates for Program No 740 MS Office Version 2002 & 2003:	
	January 14 or 29 July 5, 16 or 28
	February 11, 17 or 26 August 9, 17 or 26
	March 10 or 23 September 8 or 23
	April 6 or 22 October 5, 21 or 29
	May 5 or 21 November 5 or 22
	June 4, 16 or 28 December 16
Dates for Program No 840 MS Office Version 2007:	
	January 21 July 15
	February 19 August 16
	March 17 September 24
	April 14 October 14
	May 12 November 26
	June 21
Dates for Program No 040 MS Office Version 2010:	
	July 23 October 4 or 18
	August 13 November 15
	September 15 December 13
Fees:	\$415.00 \$350.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

Excel Intermediate

Using Functions and more Advanced Spreadsheets

Program Overview:

This program provides you with further skills in Excel. You will learn how to identify ranges with names, protect worksheets and files, apply functions, link worksheets, audit files and create templates.

Designed for:

Those who wish to extend their knowledge and skills in Excel. It is essential that participants have knowledge of Excel to the level of AIM's Excel Introduction program and are familiar with formatting, basic charting, formulas and commonly used functions like SUM, AVERAGE and COUNT. Participants should be able to create and give examples of formulas and functions.

Content:

- Review of basic worksheet development and charting
- Relative and absolute referencing
- Range naming
- Functions
 - IF functions
 - VLookup
- Cell comments
- Worksheet auditing
- Linking worksheets and workbooks
 - Copying and pasting formulas and data between worksheets
 - Formatting worksheets simultaneously
 - Linking worksheets in separate files
- Worksheet protection
- Creating templates
- Basic sorting and filtering
- Data validation
- Conditional formatting
- Table Styles (V2007/2010 only).

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Develop worksheets using specialised features and commands
- Identify contributing cells and dependent cells using worksheet auditing
- Quickly move around worksheets by using range names
- Develop and modify workbooks with multiple sheets
- Link data from different files
- Lock cells on a worksheet and protect an entire workbook
- Create worksheet templates from worksheet files.

Duration: 2 days

Times: 9.00am - 4.30pm

Dates for Program No 833 MS Office Version 2002 & 2003:

January 12-13 or 27-28	July 1-2 or 19-20
February 4-5 or 24- 25	August 5-6 or 23-24
March 8-9 or 29-30	September 6-7 or 28-29
April 8-9, 19-20 or 29-30	October 7-8 or 25-26
May 6-7 or 24-25	November 8-9 or 29-30
June 2-3 or 22-23	December 7-8 or 14-15

Dates for Program No 933 MS Office Version 2007:

January 19-20	July 13-14
February 15-16	August 18-19
March 15-16	September 16-17
April 15-16	October 1-2 or 19-20
May 18-19	November 10-11

Dates for Program No 033 MS Office Version 2010:

July 21-22	October 11-12
August 11-12	November 16-17
September 20-21	December 9-10

Fees: \$805.00
\$665.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

Program Overview:

This program will provide you with additional skills and advanced knowledge of Excel.

Designed for:

Those who wish to learn skills in the more advanced features of Excel. Participants are expected to be experienced in developing spreadsheets, writing formulas and using simple IF and lookup functions. Knowledge of Excel to the level of AIM's Excel Intermediate program is essential.

Content:

- Advanced functions
 - Logical, lookup and reference, statistical, date and time
- Outlining
 - Creating outlines to summarise worksheet data
 - Using and removing outlines
- Database operations
 - AutoFilter
 - Sorting data
 - Subtotal command and subtotal function
- Pivot tables and pivot charts
 - Creating pivot tables
 - Manipulating pivot tables
 - Creating and manipulating pivot charts
- Macros
 - Recording
 - Running
 - Adding toolbar buttons
 - Viewing the VBA code (with simple editing examples)
- Consolidating worksheet data
 - Combining data from different worksheets
- Hyperlinks
 - Creating Hyperlinks to files, web pages or to locations in the workbook.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Use advanced functions and productivity tools to assist you in developing worksheets
- Manipulate data lists using outline, autofilter and pivot tables
- Use consolidation to summarise and report results from multiple worksheets
- Record repetitive tasks by creating macros
- Use hyperlinks to quickly move around worksheets.

Duration: 2 days

Times: 9.00am - 4.30pm

Dates for Program No 741 MS Office Version 2002 & 2003:

January 14-15	June 24-25
February 8-9	July 26-27
March 11-12	August 30-31
April 27-28	September 13-14
May 26-27	October 19-20

Dates for Program No 841 MS Office Version 2007:

February 22-23	July 8-9
March 11-12	September 20-21
May 10-11	November 25-26

Dates for Program No 041 MS Office Version 2010:

August 3-4
October 18-19
December 2-3

Fees: \$805.00
\$665.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

LOOKING FORWARD
TO IMPLEMENTING
WHAT I HAVE
LEARNED

Excel Beyond Advanced (A)

Financial Tools

Program Overview:

Excel is the main tool for many people working with financial information. This program introduces you to some of the financial tools and formulas available within Excel.

Designed for:

Anyone who uses Excel to work with financial information.

Content:

- Charting financial information
- Consolidating data from multiple workbooks
- Working with financial functions
- Financial analysis tools
- Worksheet auditing tools.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Consolidate information into a single workbook
- Work with financial functions
- Analyse data using Excel's built-in tools
- Find and solve errors in existing workbooks.

Program No:	742
Duration:	1 day
Times:	9.00am - 4.30pm
Dates:	March 31 June 1 September 3 December 14
Fees:	\$415.00 \$350.00 Corporate/Professional Members

Excel Beyond Advanced (B)

Macros with VBA

Program Overview:

This program will introduce and extend VBA programming within Excel. Participants will be able to create and manage complex macros.

Designed for:

People who have used the Macro Recorder and would like to extend their knowledge to cover VBA for Excel.

Content:

- Understanding the Visual Basic Editor
- Object oriented programming concepts
- Using variables and arrays
- Interacting with the user
- Decision making – IF, CASE and LOOP statements
- Working with cells
- Error handling
- Creating functions
- Event handling.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Create and edit macros by writing VBA code in the Visual Basic Editor
- Understand concepts of object oriented programming
- Build user-defined functions in Excel
- Use events to trigger VBA procedures.

Program No:	834
Duration:	2 days
Times:	9.00am - 4.30pm
Dates:	March 22-23 June 15-16 September 23-24 November 3-4 December 14-15
Fees:	\$805.00 \$665.00 Corporate/Professional Members

PROGRAMS AT AIM
ARE ALWAYS OF
A CONSISTENT
HIGH STANDARD

PowerPoint Introduction

Essential Skills

Program Overview:

This program is designed to give you skills in preparing effective visual presentations using this popular application.

Designed for:

People who have little or no experience using PowerPoint. It is expected that you will be familiar with the basic functions common to all Windows applications (save, open and print files). If you are not familiar with these functions, it would be advisable to attend the Introduction to Computing (Program No. 701, see page 114).

Content:

- Creating a new presentation including
 - Text and bullet slides
 - Charts
 - Autoshapes
- Enhancing slides
 - Modifying the layout
 - Changing fonts, font colour, fill colours and bullets
 - Inserting pictures and other objects
 - Changing background colour
- Using different views
- Moving, copying and deleting slides
- Spell checking
- Printing slides and handouts
- Using design templates
- Creating screen shows
 - Adding transitions and custom animation
 - Viewing the presentation.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Create and print visually pleasing text and graph slides
- Enhance slides by adding pictures, objects and drawings
- Give a slide show using transitions and animations.

Duration: 1 day

Times: 9.00am - 4.30pm

Dates for Program No 783 MS Office Version 2002 & 2003:

January 12	August 20
February 10	September 15
March 3	October 13
April 7	November 5
June 15	December 15
July 8	

Dates for Program No 883 MS Office Version 2007:

February 22	August 5
March 22	October 28
May 3	November 17

Dates for Program No 083 MS Office Version 2010:

July 19
September 7
December 6

Fees: \$415.00
\$350.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

PowerPoint Advanced

Creating Effective Multi-Media Presentation

Program Overview:

This program provides you with skills to create professional and interesting slides and presentations.

Designed for:

Participants who wish to extend their skills in the use of PowerPoint. It is expected that participants have a knowledge of PowerPoint to the level of AIM's PowerPoint Introduction program and have some experience in creating basic presentations using PowerPoint.

Content:

- Working with advanced charting features
- Creating organisation charts
- Using outline view
- Importing data from other files
 - Inserting slides from other presentations
 - Linking data between Excel and PowerPoint
 - Exporting slides to Word
- Working with masters and templates
 - Editing the slide master
 - Creating a template
 - Applying templates to existing presentations
- Using different media in presentations (videos, music)
- Developing notes pages
- Adding hyperlinks to link to other slides or presentations
- Creating slide shows
 - Adding animation effects to graphics and charts
 - Changing the animation order
 - Adding animations to the master
 - Creating timed presentations.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Enhance charts
- Import and link slides and data from other applications
- Send slide shows to other applications
- Insert sound and video clips
- Modify the master and create templates
- Use hyperlinks to move quickly between slides or presentations during a slide show
- Develop screen shows with transitions and animation.

Duration: 1 day

Times: 9.00am - 4.30pm

Dates for Program No 790 MS Office Version 2002 & 2003:

February 3	August 30
March 11	September 17
April 16	October 12
May 5	November 12
July 15	December 13

Dates for Program No 890 MS Office Version 2007:

February 25	August 12
May 13	November 1

Dates for Program No 090 MS Office Version 2010:

July 30
September 28
November 24

Fees: \$415.00
\$350.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

Access Introduction

Working with Existing Databases

Program Overview:

This program covers what you need to know to work with existing databases. It introduces the topic of databases and pays particular attention to searching for information in the database.

Designed for:

People new to Microsoft Access who want to learn how to extract information from databases that others have created.

Content:

- Introduction to database theory
- Understanding the differences between Excel and Access databases
- Opening existing databases
- Understanding how the components of databases fit together
- Inserting new information and changing existing information
- Using shortcuts for entering information
- Filtering information to display the records you want to see
- Searching the database with queries
- Printing the results of your searches.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Confidently work with databases that other people have created
- Know when to use Excel or Access
- Understand how databases work
- Use an Access database.

Duration: 1 day

Times: 9.00am - 4.30pm

Dates for Program No 773 MS Office Version 2002 & 2003:

January 20	July 21
February 26	August 27
April 1	September 22
May 20	October 27
June 29	November 22

Dates for Program No 873 MS Office Version 2007:

February 5	September 14
May 7	November 3
July 16	

Dates for Program No 073 MS Office Version 2010:

August 23
November 8

Fees: \$415.00
\$350.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

Access Intermediate

Database Design and Development Essentials

Program Overview:

This program builds on the knowledge introduced in the Access Introduction program. It focuses on how to design a new database and covers the basic skills needed to create useful databases.

Designed for:

People who already have a good understanding of the topics covered in the Introduction program.

Content:

- Designing a database
- Using database Wizards
- Creating the right relationships between tables
- Creating forms for data entry
- Changing the design of standard forms to meet your needs
- Using combo boxes to make your forms easier to use
- Using combo boxes to help you search
- Creating reports
- Developing queries
- Using menu forms and command buttons to make your database user-friendly
- Creating graphs on forms and reports
- Using databases with Word mail merge.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Design and work with new databases
- Understand queries – including calculating new columns and totalling queries
- Create standard reports and more complex reports that group and total information
- Send letters to individuals from a database using a Word mail merge.

Duration: 2 days

Times: 9.00am - 4.30pm

Dates for Program No 735 MS Office Version 2002 & 2003:

January 21-22	July 19-20
March 29-30	August 18-19
April 29-30	September 21-22
May 18-19	October 20-21
June 9-10	November 9-10

Dates for Program No 835 MS Office Version 2007:

February 11-12	June 22-23
April 19-20	October 6-7

Dates for Program No 035 MS Office Version 2010:

August 10-11
October 28-29
December 9-10

Fees: \$805.00
\$665.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

Access Advanced

Advanced Database Design and Development Skills

Program Overview:

This program is designed for people who feel confident with material presented in the Access Introduction and Intermediate programs and who want to further their skills in Access.

Designed for:

People who want to learn the more advanced features of Access.

Content:

- Importing information into Access
- Creating action queries – including queries to easily update and delete records
- Understanding when to use Macros, command buttons and VBA
- Using Access start-up options
- Introducing macros – including conditions and macro names
- Using events to create friendlier systems and to make databases more useful
- Applying database security
- Setting up multi-user databases.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Understand the more advanced features of Access
- Create secure systems using database security
- Use queries to easily update and delete records
- Implement macros.

Duration: 2 days

Times: 9.00am - 4.30pm

Dates for Program No 779 MS Office Version 2002 & 2003:

March 18-19	August 24-25
May 24-25	September 16-17
July 12-13	November 29-30

Dates for Program No 879 MS Office Version 2007:

May 6-7
October 13-14

Dates for Program No 079 MS Office Version 2010:

August 16-17
November 10-11

Fees: \$805.00
\$665.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

Project Introduction

Essential Skills

Program Overview:

This program introduces you to Microsoft Project to assist in managing projects and to the concepts of project management.

Designed for:

People who intend using Project as a project management tool. Keyboard skills are essential along with some exposure to the Microsoft Windows environment.

Content:

- Terminology and basic project management principles
- The Critical Path
- The Project window
- Project environment
- Using the layers of help
- Views and navigation
- Project parameters
- Project calendar, base, resource and task calendars
- Adding tasks
- Setting dependencies
- Constraints
- Summary tasks, outline and work breakdown structures
- Assigning resources and costs
- Resource over-allocation and levelling
- Setting a baseline
- Entering actual data and basic tracking
- Printing views.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Navigate the project environment and understand the terminology
- Create a schedule
- Allocate resources and costs
- Track projects and present basic reports.

Duration: 2 days

Times: 9.00am - 4.30pm

Dates for Program No 765 MS Office Version 2002, 2003 & 2007:

January 18-19	July 29-30
February 18-19	August 16-17
March 4-5 or 24-25	September 2-3 or 29-30
April 14-15	October 13-14
May 10-11 or 27-28	November 11-12
June 9-10	

Dates for Program No 065 MS Office Version 2010:

July 26-27
September 9-10
November 22-23

Fees: \$805.00
\$665.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

Note: For Project Management programs see pages 65-66.

INFORMATIVE AND PRACTICAL

Project Intermediate

Create and Manage Complex or Multiple Projects

Program Overview:

This program will allow you to build your skills further so that you can use Microsoft Project as a project management tool more effectively.

Designed for:

Those who wish to learn specific skills on how to resolve project difficulties. Participants are expected to have knowledge of Microsoft Project to a level covered in the AIM Project Introduction program. This program may also be beneficial for those who are familiar with Microsoft Project, but are experiencing difficulties applying it to their specific environments.

Content:

- Revision of basic project operations
- Dealing with tasks and resources more effectively
- Understanding the basic database structure
- Using task splitting to share resources between two tasks
- Assigning different cost rates to the same resource
- Resource over allocation and levelling
- Scheduling resource availability
- Contouring resource usage
- Using PERT analysis to assist with estimating task duration
- Formatting projects to enable effective scheduling decisions
- Creating custom tables, filters, groups, views and reports
- Creating and using templates
- Using the organiser
- Working with hyperlinks
- Basic reports
- Managing multiple and large projects
- Sharing resources between projects
- Creating cross project linking
- Downsizing a project
- Consolidating multiple projects.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Effectively manage a schedule
- Apply formatting to views and reports
- Customise the project environment
- Work with multiple projects
- Produce and present reports.

Duration: 2 days
Times: 9.00am - 4.30pm

Dates for Program No 798 MS Office Version 2002 & 2003 & 2007:

January 28-29	July 6-7
February 22-23	August 23-24
March 24-25	October 18-19
April 22-23	November 18-19
May 13-14	December 6-7
June 17-18	

Dates for Program No 098 MS Office Version 2010:

August 19-20
October 25-26

Fees: \$805.00
\$665.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

Note: For Project Management programs, see page 65-66

Project Advanced (A)

Customising and Manipulating Projects

Program Overview:

This program will give you skills in the advanced features of Microsoft Project and will help you use this project management tool more effectively.

Designed for:

Those who wish to push their specific skills beyond an intermediate level and get more from Microsoft Project. Participants are expected to have knowledge of Microsoft Project to a level covered in the AIM Project Intermediate program. This program may also be beneficial for those who are familiar with Microsoft Project who simply need more knowledge about the environment.

Content:

- Revision of intermediate project operations
- Role of the global template
- Creating custom fields, forms and toolbars
- Visual reports
- Exchanging data with other applications
- Creating and using data maps
- Analysing data in Microsoft Excel (Graphing)
- Exporting data to Microsoft Word
- Linking data with Microsoft Excel
- Automating projects using macros
- Overview of project server.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Customise the environment
- Exchange data between different applications
- Understand where macros fit in
- View visual reports.

Duration: 1 day

Times: 9.00am - 4.30pm

Dates for Program No 799 MS Office Version 2002, 2003 & 2007:

March 17
May 21
August 13
October 8
December 1

Dates for Program No 099 MS Office Version 2010:

September 24
November 19

Fees: \$415.00
\$350.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

Note: For Project Management programs, see page 65-66

Project Advanced (B)

Tracking Using Earned Value Management

Program Overview:

This program will give you skills in using the advanced project management features of Project.

Designed for:

Those wishing to use Project more effectively to analyse project progress. It is expected that participants have experience in the use of Project and an understanding of project management principles.

Content:

- Revision – development of a project plan
- Creating a Measure
 - Benefiting from baselines
 - Tracking performance
 - Understanding the status date
 - Understanding the effects of the status date
 - Setting multiple baselines
 - Comparing multiple baselines
- Examining costs
 - Examining task costs
 - Examining resource costs
- Measuring performance using Earned Value Analysis
 - Defining Earned Value Analysis
 - Understanding what Earned Value measures
 - Using Project to perform Earned Value Analysis.

Learning Outcomes:

As a result of attending this program, participants should be able to use the following features of Project to assist them in the analysis of project progress:

- Multiple baselines
- Status date
- Earned Value Analysis data.

Duration:	1 day
Times:	9.00am - 4.30pm
Dates for Program No 766 MS Office Version 2002, 2003 & 2007:	
	March 4
	June 11
	September 8
	November 30
Dates for Program No 066 MS Office Version 2010:	
	August 6
	October 15
Fees:	\$415.00
	\$350.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

Note: For Project Management programs see pages 65-66.

Visio Introduction

Flowchart and Diagram Essentials

Program Overview:

Participants will learn to use this software program for basic drawing skills and illustrations. They will also develop complex drawings taking advantage of a number of the advanced features of Visio Professional.

Designed for:

People who wish to develop skills in designing flowcharts, network diagrams and other types of illustrations. It is expected that participants will have an understanding of the Windows environment and be familiar with Visio to a small extent.

Content:

- Understanding the screen layout
- File handling
- Creating a diagram
- Using the drawing tools
- Using guides and 'snapping' to points on the page
- Manipulating objects on the page
- Working with shapes and using connectors
- Inserting text into shapes
- Manipulating text and text blocks
- Creating 'drill-down' and multiple page illustrations
- Adding hyperlinks into illustrations
- Creating illustrations with stencils.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Draw a variety of illustrations using the drawing tools and stencils
- Enhance illustrations using formatting features
- Create 'drill-down' links between illustrations
- Develop illustrations that contain hyperlinks to documents prepared in other applications
- Create documents that span more than one page.

Duration:	1 day	
Times:	9.00am - 4.30pm	
Dates for Program No 739 MS Office Version 2002 & 2003:		
	January 29	July 16
	March 10	September 18
	May 14	November 13
Dates for Program No 839 MS Office Version 2007:		
	May 20	
	September 1	
Dates for Program No 039 MS Office Version 2010:		
	October 15	
Fees:	\$415.00	
	\$350.00 Corporate/Professional Members	

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

Visio Advanced

Working with Complex Drawings

Program Overview:

Participants will learn to use this illustration software program for more advanced drawing skills. They will develop complex drawings taking advantage of the advanced features of Visio Professional.

Designed for:

People who wish to further develop skills in Visio illustrations. Participants are expected to have knowledge of Microsoft Visio Professional to a level covered in AIM's Visio Introduction program.

Content:

- Dimensioning
- Creating stencils
- Creating shapes for stencils
- Drawing scales
- Layers
- Advanced formatting
- Custom properties
- Templates
- Link data to shapes (2007 only)
- Working with other applications
- Creating other Visio diagrams.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Draw a variety of illustrations using the custom stencils and shapes
- Understand layers and apply them
- Work with a range of existing templates
- Integrating Visio with other applications
- Work with external data
- Enhance illustrations using advanced formatting features in the program
- Create data links to shapes (2007/2010 only).

Duration:	1 day
Times:	9.00am - 4.30pm
Dates for Program No 738 MS Office Version 2002 & 2003:	
	April 23
	June 10
	August 18
	October 29
Dates for Program No 838 MS Office Version 2007:	
	May 17
	September 13
Dates for Program No 038 MS Office Version 2010:	
	October 4
Fees:	\$415.00
	\$350.00 Corporate/Professional Members

Note: The 2007/2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

Adobe Acrobat Introduction

Creating and Editing PDF Files

Program Overview:

This program gives you the skills to use Adobe Acrobat to create PDF files from electronic documents produced in different software programs while preserving document layout and content. It also introduces you to Adobe Acrobat editing tools and security features.

Designed for:

People who need to produce electronic files that others can view and print in the original layout – even if they don't have the software available in which the files were originally created. Participants are expected to have basic computing skills.

Content:

- Understanding the Portable Document Format (PDF)
- Understanding the Adobe Acrobat screen
- Creating PDF files
- Using the search function
- Editing PDF files
- Extracting and inserting pages
- Working with headers and footers
- Adding watermarks and backgrounds
- Adding bookmarks
- Creating PDF files with hyperlinks between different pages
- Defining articles
- Working with comments
- Optimising PDF files
- Securing PDF files.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Use the Acrobat Writer to create PDF files quickly
- Add bookmarks, links and comments to PDF files
- Edit PDF files
- Add enhancements to PDF files
- Add security to PDF files.

Program No:	704
Duration:	1 day
Times:	9.00am - 4.30pm
Dates:	February 10
	May 12
	July 23
	September 30
Fees:	\$415.00
	\$350.00 Corporate/Professional Members

CUSTOMISED PROGRAMS

Adobe Acrobat Intermediate

Working with Forms and Multi-Media Elements

NEW PROGRAM

Program Overview:

This program introduces you to the more advanced features of Adobe Acrobat allowing you to create forms, work with groups of PDF files and add multimedia elements to PDF files.

Designed for:

People who need to create electronic forms, work with a large number of PDF files and for those who intend to create interactive PDF files. Participants are expected to be able to use the features presented in AIM's Adobe Acrobat Introduction workshop.

Content:

- Using Acrobat form fields
- Using measuring tools
- Working with batch processing
- Reviewing files
- Creating and indexing collections
- Adding multimedia elements
- Adding digital signatures.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Create and edit forms using Acrobat form fields
- Add measurement indicators to plans or maps
- Use batch processing to perform actions to a group of files at a time
- Prepare and send files for review
- Create and index collections of PDF documents for fast and easy search
- Create interactive PDF files with multimedia elements
- Secure files using digital signatures.

Program No: 706

Duration: 1 day

Times: 9.00am - 4.30pm

Dates: March 22

June 11

August 20

November 1

Fees: \$415.00

\$350.00 Corporate/Professional Members

Adobe InDesign Introduction

Essential Skills

NEW PROGRAM

Program Overview:

This program will teach the fundamental concepts and terminology and the basic features of Adobe InDesign CS4. Participants will learn how to create documents, place text and graphics and create custom colour swatches. Participants will format text, work with layers, print documents and package documents for commercial printing.

Designed for:

Those who have little or no experience with InDesign. Participants are expected to be familiar with the basic functions common to all Windows applications (save, open and print files). If you are not familiar with these functions, it would be advisable to attend the Introduction to Computers program (see page 113).

Contents

- The Adobe InDesign environment
- Preferences and defaults
- InDesign Help
- New documents
- Text frames
- Graphics frames
- Custom colours
- Guides
- Master pages
- Typesetting
- Paragraph formatting
- Styles
- Grouped items
- Layers
- Outputting documents
- Commercial printing preparation
- Finalising documents.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Explore the InDesign screen
- Change preferences and defaults
- Create documents with text and graphics
- Format text frames
- Work with colour swatches
- Create and edit styles
- Create and work with layers
- Print documents
- Prepare documents for commercial printing.

Program No: 715

Duration: 1 day

Times: 9.00am - 4.30pm

Dates: January 21

April 23

July 28

October 25

Fees: \$415.00

\$350.00 Corporate/Professional Members

Adobe Photoshop Introduction

Essential Skills

NEW PROGRAM

Program Overview:

This program provides instructions on how to create professional-looking images for both print and the web.

In this program, participants will identify the Photoshop environment, learn about raster and vector graphics and how to use Adobe Bridge. Participants will select image areas and modify and manipulate selections. In addition, participants will work with text, layers and resize images and prepare images for printing and the web.

Designed for:

Those who have little or no experience with Photoshop. Participants are expected to be familiar with the basic functions common to all Windows applications (save, open and print files). If you are not familiar with these functions, it would be advisable to attend the Introduction to Computers program (see page 113).

Content:

- File types
- The Photoshop environment
- Getting help
- Image selections
- Working with layers
- Adjusting images
- Image modes
- Retouching images and repairing
- Image defects
- Painting
- The background eraser
- Using filters
- Images for web use
- Images for print use
- Outputting images
- Importing images.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Customise the Photoshop environment
- Identify the attributes of raster and vector graphics
- Open and modify images in Photoshop and Adobe Bridge
- Select image areas and modify and manipulate selections
- Create, arrange and transform layers
- Switch image models
- Adjust contrast and colour attributes
- Repair image defects
- Create and work with layers
- Apply filters
- Modify image size and resolution
- Save images optimised for web use or printing
- Import images from a camera or memory card.

Program No: 716

Duration: 1 day

Times: 9.00am - 4.30pm

Dates: February 8

April 27

June 28

September 28

December 1

Fees: \$415.00

\$350.00 Corporate/Professional Members

Professional Document Design

Effective Design Techniques

Program Overview:

This program has been developed to introduce participants to techniques for effective document design using text, graphics and other visual elements. During this program participants will use Microsoft Word, but the design concepts discussed during the workshop apply to documents created in any software program.

Designed for:

Those who need to create appropriate and eye-catching documents and who want to improve their document design skills. Participants are expected to have knowledge of Word to the level of AIM's Word Introduction program and basic keyboard skills.

Content:

- Essential design concepts
- The design process
- Organising text, pages and headings
- Font choice and other type options
- Working with space and lines
- Adding images
- Working with colour
- Working with publications
- Newsletters
- Marketing materials
- Business stationery
- Common design problems.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Understand basic design and layout principals
- Apply design concepts in a range of publications
- Develop more effective newsletters
- Publish more effective marketing materials and business stationery.

Program No: 719

Duration: 1 day

Times: 9.00am - 4.30pm

Dates: February 8

May 17

July 27

September 6

November 18

Fees: \$415.00

\$350.00 Corporate/Professional Members

Publisher

Essential Skills

Program Overview:

This program introduces you to Publisher and gives you the skills to create eye-catching flyers and publications for print, web and email.

Designed for:

Those who wish to develop skills in desktop publishing using Publisher. Participants are expected to have knowledge of Word to the level of AIM's Word Introduction program and basic keyboard skills.

Content:

- Document layout and design
- Creating text frames
- Moving and sizing frames
- Inserting text
- Formatting text frames
- Adding borders and colours to frames
- Linking text frames
- Inserting pictures
- Inserting Word Art
- Aligning, layering and grouping frames
- Printing a publication
- Using the background page
- Adding drawn objects
- Adding tables.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Apply document layout concepts to a publication
- Add and modify text, images and other visual elements
- Create flyers, invitations or newsletters
- Print publications of various types.

Duration: 1 day

Times: 9.00am - 4.30pm

Dates for 731 MS Office Version 2002, 2003 & 2007:

February 16

April 14

June 14

August 31

October 27

Dates for 031 MS Office Version 2010:

September 2

Fees: \$415.00

\$350.00 Corporate/Professional Members

Note: The 2010 Microsoft Office Suite includes significant changes to the way users interact with Microsoft Office. Please ensure you enrol on the program for the relevant version.

Dreamweaver

Essential Skills

Program Overview:

This program teaches you how to create and maintain web pages using Dreamweaver.

Designed for:

Everyone who needs to use Dreamweaver to create and maintain Web pages. No prior experience with Dreamweaver is necessary.

Content:

- Understanding the working environment within Dreamweaver
- Creating sites within Dreamweaver
- Working with text
- Including pictures and links
- Creating tables
- Working with styles (CSS)
- Creating forms
- Working with behaviours
- Timesavers
- Uploading a site to a public ISP.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Create a simple Web site with Dreamweaver
- Upload and view a simple Web site.

Program No: 737

Duration: 2 days

Times: 9.00am - 4.30pm

Dates: March 4-5
May 27-28
October 6-7

Fees: \$805.00
\$665.00 Corporate/Professional Members

INTERACTIVE PROGRAMS

Web Page Layout and Design

Program Overview:

This program introduces participants to effective web page design. It looks at methods to make your web page easy to use, ensuring the information is clearly communicated, enabling you to achieve the results you require.

Designed for:

People who plan to develop web pages or want to improve the design of their current web page. The focus of this program is on effective web page design and layout, not on developing web sites.

Content:

- Planning a web site
- Homepages and secondary pages
- Page layout principles
- Available design elements
- Working with hyperlinks
- Using fonts and colours
- Adding tables
- Using sounds, graphics and movies
- Arranging design elements effectively.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Differentiate between well and poorly designed web pages
- Understand design and layout principles for web pages
- Understand the impact and importance of web page layout
- Plan a web site
- Apply effective design concepts to web pages
- Decide when to use text or graphic elements.

Program No:	855
Duration:	1 day
Times:	9.00am – 4.30pm
Dates:	March 23 July 5 October 20
Fees:	\$415.00 \$350.00 Corporate/ Professional Members

Websites With XHTML Introduction

Essential Skills

Program Overview:

This program teaches you how to create and modify simple web pages by writing XHTML.

Designed for:

Everyone who needs to create or maintain web pages by writing XHTML. No prior experience is necessary.

Content:

- Understanding effective design in web pages
- Understanding what makes a web site
- Understanding the structure of an XHTML page
- Working with text
- Including pictures and links
- Creating tables
- Uploading web pages to a public ISP.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Create a simple web site using XHTML
- Upload a site to a public ISP.

Program No:	836
Duration:	1 day
Times:	9.00am - 4.30pm
Dates:	March 16 June 17 September 29
Fees:	\$415.00 \$350.00 Corporate/Professional Members

VERY
KNOWLEDGEABLE,
ENGAGING, AND
APPROACHING

Program Overview:

This program teaches you how to create and maintain Web pages using FrontPage.

Designed for:

Everyone who needs to use FrontPage to create and maintain Web pages. No prior experience with FrontPage is necessary.

Content:

- Understanding the working environment within FrontPage
- Creating sites within FrontPage
- Working with text
- Including pictures and links
- Creating tables
- Working with styles (CSS)
- Creating forms
- Working with components
- Uploading Web pages to a public ISP.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Create a simple Web site with FrontPage
- Upload a site to a public ISP.

Program No: 713
Duration: 2 days
Times: 9.00am - 4.30pm
Dates: February 18-19
May 13-14
August 25-26
November 4-5
Fees: \$805.00
\$665.00 Corporate/Professional Members

Program Overview:

Research has shown that people read online documents very differently to printed ones. This program shows you how to create effective online documents such as Web pages, electronic newsletters and PDF documents.

Designed for:

Anyone who writes documents that will be read online. Especially useful for Web designers and people who write electronic newsletters.

Content:

- Differences between online and offline documents
- How people read online
- Guidelines for online content
- Effective page layouts for online content
- Accessibility guidelines
- Special considerations for Intranets and eNewsletters.

Learning Outcomes:

As a result of attending this program, participants should be able to:

- Understand the special needs of readers of online documents
- Create accessible and readable online content.

Program No: 714
Duration: 1 day
Times: 9.00am - 4.30pm
Dates: April 9
August 5
November 9
Fees: \$415.00
\$350.00 Corporate/Professional Members

Computing - Venue Hire

Venue Hire at AIM

The Australian Institute of Management offers your organisation the convenience of first class computing and training room facilities for all your computing needs.

Our two premier built venues have been designed to meet a range of your corporate needs and is the perfect venue for hosting workshops, interviews, training sessions for your staff and clients, seminars and more.

Our professional catering promises to impress and offers a range of tasty breakfasts, morning and afternoon teas, lunches or evening canapés. Catering options can be tailored to suit your requirements.

Computer Configurations

Each of the computers in the training rooms are configured follows:

- Intel Core 2 Duo Processor E6550
- 2GB RAM
- 160GB 7200RPM S-ATA HDD
- Intel Graphics Media Accelerator 3100
- DVD Recordable
- Intel Gigabit Ethernet
- Windows Vista Business 32 or Windows XP Professional
- 19" Samsung 940B monitor
- Internet Access via ADSL2+
- Free Wireless Hotspot for personal use
- Colour and monochrome laser printer in each room
- Windows Vista or XP operating system available with choice of Office 2007 or 2003 and choice of Adobe Acrobat Professional versions 7, 8 and 9
- Optical scroll wheel mouse.

Room Configurations and Hire Rates

Room	Configuration		Hire Rate	
	Minimum	Maximum	Half Day 4 hours	Full Day 8 hours
AIM Lab	2	12	\$451	\$913
HBF Lab	2	12	\$451	\$913
CSC Lab	2	10	\$396	\$792
AMP Room	2	8	\$363	\$726
ECR Room	1	4	\$363	\$726

All prices listed are GST inclusive.

All the rooms are equipped with printers, electronic whiteboards and ceiling mounted data projectors and are all included in the venue hire fee. There is also some scope to include an additional computer in the AIM Lab, CSC Lab and AMP Room, effectively taking maximum capacity to 13, 11 and 9 respectively.

IT Support

If your own company software is required to be loaded, please note that a representative from your company will need to image this on to the required computers. If one of our support staff is required to assist with this, an additional fee of \$150 per hour (inc GST) will be incurred.

Conflict of Interest

Computer rooms cannot be hired out where the product is in direct competition with AIM advertised programs.

To book or to check availability of our rooms please contact Client Services (08) 9383 8000 or email aim@aimwa.com.