

Date & Time	Course Name	Description
16/05/2011 9:00 AM	Introduction to Excel (EXL2003-01)	Introduction to Spread-sheets and Terminology, Starting Excel, Screen Elements, Moving around a Worksheet, Selecting Cells, Entering Text, Numbers and basic Formulas, Saving and Closing Book Yourself In Here: www.cte.net.au/webinars
11:00 AM	Outlook Inbox 1 (OUT2003-02)	Creating a new message; Working with the To: CC: BCC fields; The Options Tab; Replying or Forwarding messages; Working with Attachments Book Yourself In Here: www.cte.net.au/webinars
1:00 PM	Outlook Inbox 2 (OUT2003-08)	Working with Signatures (Auto-signatures); Setting Up Signatures; Choosing a Signature For Specific Messages; Recalling Sent Messages; Sorting Your Messages; Grouping Your Messages Book Yourself In Here: www.cte.net.au/webinars
3:00 PM	Excel Functions 1 (EXL2003-12)	Using AutoSum (SUM) for creating Totals, Copying Formulas using Autofill, Using Autocalculate Book Yourself In Here: www.cte.net.au/webinars
17/05/2011 9:00 AM	Access Introduction To Databases (ACC2003-01)	Introduction to Databases - What is a database? Creating a Database and Using the Database Wizard, Creating a desktop shortcut Book Yourself In Here: www.cte.net.au/webinars
11:00 AM	Word Autotext (WRD2003-12)	Creating, Using and Editing AutoText (Reusable Text) in all Word documents Book Yourself In Here: www.cte.net.au/webinars
1:00 PM	Excel Lists 1 (EXL2003-23)	Introduction to Lists (database Features in Excel), Creating a List, List data entry techniques, Formatting a List, Sorting a List Book Yourself In Here: www.cte.net.au/webinars
3:00 PM	PowerPoint Working with Text (PPT2003-02)	Working with Text; Introduction to Editing and Formatting a Presentation; Changing the Slide Layout and Selecting a Design Template Book Yourself In Here: www.cte.net.au/webinars
18/05/2011 9:00 AM	Excel Formulas 2 (EXL2003-09)	Understanding Relative and Absolute References, Creating Absolute Reference formulas, Copying Absolute Reference formulas, Editing Absolute Reference formulas Book Yourself In Here: www.cte.net.au/webinars
11:00 AM	Office 2007 Upgrade (OFF2007-01)	Upgrade to Office 2007 from earlier Office versions; Overview of Key Changes and Improvements to the design Book Yourself In Here: www.cte.net.au/webinars
1:00 PM	Outlook Managing Messages (OUT2003-05)	Creating Folders; Moving messages to another folder; Moving a message and creating a folder at the same time; Deleting individual and multiple messages; Working with Personal Folders and Public Folders; Using the Field Chooser Book Yourself In Here: www.cte.net.au/webinars
3:00 PM	Excel Functions 4 (EXL2003-15)	Lookup Functions - VLOOKUP and HLOOKUP for looking for data from a list Book Yourself In Here: www.cte.net.au/webinars
19/05/2011 9:00 AM	Access Macros 1 (ACC2003-47)	Introduction to Macros; Creating, Running and Editing Standard Macros Book Yourself In Here: www.cte.net.au/webinars

Date & Time	Course Name	Description
19/05/2011 11:00 AM	Excel Data Validation (EXL2003-33)	Data Validation - Creating Rules for Data Entry, Creating a drop down list selection for data entry, Creating Customised Error Messages and Data Input Screen Messages Book Yourself In Here: www.cte.net.au/webinars
1:00 PM	Excel 2007 Upgrade (OFF2007-03)	Upgrade to Excel 2007 from earlier versions; Overview of Key Changes and Improvements to Excel 2007 Book Yourself In Here: www.cte.net.au/webinars
3:00 PM	PowerPoint Smart Slide Show Techniques (PPT2003-22)	Working in Slide Show View, Tips and Techniques Book Yourself In Here: www.cte.net.au/webinars
20/05/2011 9:00 AM	Excel Styles And Templates (EXL2003-29)	Creating and Using Styles; Saving Files as Templates Book Yourself In Here: www.cte.net.au/webinars
11:00 AM	Outlook Shortcuts (OUT2003-12)	Adding, Deleting Moving Shortcuts; Using The Journal; Finding Messages; Outlook Keyboard Shortcuts Book Yourself In Here: www.cte.net.au/webinars
1:00 PM	Word 2007 Upgrade (OFF2007-02)	Upgrade to Word 2007 from earlier versions; Overview of Key Changes and Improvements to Word 2007 Book Yourself In Here: www.cte.net.au/webinars
3:00 PM	Word 2007 Upgrade (OFF2007-02)	Upgrade to Word 2007 from earlier versions; Overview of Key Changes and Improvements to Word 2007 Book Yourself In Here: www.cte.net.au/webinars

Date & Time	Course Name	Description
23/05/2011 9:00 AM	Access Forms 1 (ACC2003-21)	Introduction to Forms; Creating Forms and Introduction to Form Design View; Working With Controls in Forms, Formatting Introduction Book Yourself In Here: www.cte.net.au/webinars
11:00 AM	Excel 2007 Upgrade (OFF2007-03)	Upgrade to Excel 2007 from earlier versions; Overview of Key Changes and Improvements to Excel 2007 Book Yourself In Here: www.cte.net.au/webinars
1:00 PM	Excel Charts 2 (EXL2003-21)	Creating, Editing and Formatting Charts, Changing the Chart to Display an Image instead of a column Book Yourself In Here: www.cte.net.au/webinars
3:00 PM	Word 2007 Templates (OFF2007-09)	Working with templates in Word 2007 (or 2003), including creating, using, editing and deleting templates. Sharing template files. Working with 2003 AutoText template files. Book Yourself In Here: www.cte.net.au/webinars
24/05/2011 9:00 AM	PowerPoint Graphs and Charts (PPT2003-11)	Graph or Chart Concepts, Terminology, Working with Data Sheets and Chart Types; Editing and Formatting Graphs Book Yourself In Here: www.cte.net.au/webinars
11:00 AM	Excel Lists 3 (EXL2003-25)	Working with an Advanced Filter; Setting up, Testing, Editing an Advanced Filter Book Yourself In Here: www.cte.net.au/webinars

Date & Time	Course Name	Description
24/05/2011 1:00 PM	Working with Project (PROJ2003-1)	Introduction to Microsoft Project; Microsoft Project – Terminology; Starting and Leaving Project; Screen Features – Menus, Toolbars, Entry Bar, Shortcut Menus, View Bar; Gantt Chart View and other Views; Moving Around the Screen; Divider Bar and Zoom; Int
		Book Yourself In Here: www.cte.net.au/webinars
3:00 PM	Word Headers And Footers (WRD2003-14)	Inserting and Editing Standard Headers and Footers; Page Numbers, Automatic Dates
		Book Yourself In Here: www.cte.net.au/webinars
25/05/2011 9:00 AM	PowerPoint Photo Albums (PPT2003-18)	Creating a Quick Photo Album in PowerPoint
		Book Yourself In Here: www.cte.net.au/webinars
11:00 AM	Word Envelopes, Labels (WRD2003-29)	Printing Envelopes and Labels; Printing an Envelope using the address on a letter; Adjusting the Envelope or Label Settings
		Book Yourself In Here: www.cte.net.au/webinars
1:00 PM	Access Queries 1 (ACC2003-09)	Introduction to Queries; Creating a Standard (Select) Query; Using the Query Window, QBE Grid and Criteria
		Book Yourself In Here: www.cte.net.au/webinars
3:00 PM	Outlook Contacts (OUT2003-04)	Working with Contacts; Setting up a Contact; Sending a mail message from the Contacts screen; Adding a new Contact from an email message
		Book Yourself In Here: www.cte.net.au/webinars
26/05/2011 9:00 AM	Access Reports 3 (ACC2003-34)	Creating a Mailing Labels Report
		Book Yourself In Here: www.cte.net.au/webinars
11:00 AM	Excel Formulas 3 (EXL2003-10)	Working with Linked Formulas, Creating Linking Formulas, Editing Linked Formulas
		Book Yourself In Here: www.cte.net.au/webinars
1:00 PM	PowerPoint Slide Shows Animation Effects (PPT2003-20)	Animation Effects Using Custom Animation
		Book Yourself In Here: www.cte.net.au/webinars
3:00 PM	Office 2007 Upgrade (OFF2007-01)	Upgrade to Office 2007 from earlier Office versions; Overview of Key Changes and Improvements to the design
		Book Yourself In Here: www.cte.net.au/webinars
27/05/2011 9:00 AM	Excel Formatting 3 (EXL2003-06)	Custom Formatting - Creating special customised formats for Numbers and Dates
		Book Yourself In Here: www.cte.net.au/webinars
11:00 AM	Office 2007 Upgrade (OFF2007-01)	Upgrade to Office 2007 from earlier Office versions; Overview of Key Changes and Improvements to the design
		Book Yourself In Here: www.cte.net.au/webinars
1:00 PM	Word 2007 Upgrade (OFF2007-02)	Upgrade to Word 2007 from earlier versions; Overview of Key Changes and Improvements to Word 2007
		Book Yourself In Here: www.cte.net.au/webinars
3:00 PM	Excel Formulas 2 (EXL2003-09)	Understanding Relative and Absolute References, Creating Absolute Reference formulas, Copying Absolute Reference formulas, Editing Absolute Reference formulas
		Book Yourself In Here: www.cte.net.au/webinars

Date & Time	Course Name	Description
30/05/2011 9:00 AM	Excel 2007 Upgrade (OFF2007-03)	Upgrade to Excel 2007 from earlier versions; Overview of Key Changes and Improvements to Excel 2007 Book Yourself In Here: www.cte.net.au/webinars
	Word Headers And Footers (WRD2003-14)	Inserting and Editing Standard Headers and Footers; Page Numbers, Automatic Dates Book Yourself In Here: www.cte.net.au/webinars
	Access Queries 5 (ACC2003-13)	Using the Find Unmatched Data Query Wizard Book Yourself In Here: www.cte.net.au/webinars
	Word Mail Merge 1 (WRD2003-15)	Introduction to Merging with a List, Creating a Standard (letter) Master Document, the Merge Process Book Yourself In Here: www.cte.net.au/webinars
31/05/2011 9:00 AM	Excel Formulas 3 (EXL2003-10)	Working with Linked Formulas, Creating Linking Formulas, Editing Linked Formulas Book Yourself In Here: www.cte.net.au/webinars
	Excel Lists 1 (EXL2003-23)	Introduction to Lists (database Features in Excel), Creating a List, List data entry techniques, Formatting a List, Sorting a List Book Yourself In Here: www.cte.net.au/webinars
	Word Tables 1 (WRD2003-19)	Creating and Formatting Tables Book Yourself In Here: www.cte.net.au/webinars
	Word Mail Merge 2 (WRD2003-16)	Introduction to Merging with a List, Creating a Mailing Labels Master Document, the Merge Process Book Yourself In Here: www.cte.net.au/webinars
1/06/2011 9:00 AM	Excel Formulas 4 (EXL2003-11)	Common Excel "Error" Messages when Working with a Formula or Function Book Yourself In Here: www.cte.net.au/webinars
	Excel Lists 2 (EXL2003-24)	More on Lists - Applying and using an AutoFilter, Applying automatic Subtotals Book Yourself In Here: www.cte.net.au/webinars
	Word Tables 2 (WRD2003-20)	Changing the Structure of Tables; Making Tables Fit the Data or the Work Area Book Yourself In Here: www.cte.net.au/webinars
	Introduction to Excel (EXL2003-01)	Introduction to Spread-sheets and Terminology, Starting Excel, Screen Elements, Moving around a Worksheet, Selecting Cells, Entering Text, Numbers and basic Formulas, Saving and Closing Book Yourself In Here: www.cte.net.au/webinars
2/06/2011 9:00 AM	Office 2007 Upgrade (OFF2007-01)	Upgrade to Office 2007 from earlier Office versions; Overview of Key Changes and Improvements to the design Book Yourself In Here: www.cte.net.au/webinars
	Word 2007 Upgrade (OFF2007-02)	Upgrade to Word 2007 from earlier versions; Overview of Key Changes and Improvements to Word 2007 Book Yourself In Here: www.cte.net.au/webinars
	Excel 2007 Upgrade (OFF2007-03)	Upgrade to Excel 2007 from earlier versions; Overview of Key Changes and Improvements to Excel 2007 Book Yourself In Here: www.cte.net.au/webinars

Date & Time	Course Name	Description
2/06/2011 3:00 PM	PowerPoint 2007 Upgrade (OFF2007-05)	Upgrade to PowerPoint 2007 from earlier versions; Overview of Key Changes and Improvements to PowerPoint 2007 Book Yourself In Here: www.cte.net.au/webinars
3/06/2011 9:00 AM	Word Mail Merge 2 (WRD2003-16)	Introduction to Merging with a List, Creating a Mailing Labels Master Document, the Merge Process Book Yourself In Here: www.cte.net.au/webinars
11:00 AM	Word Tables 3 (WRD2003-21)	Creating and Using Formulas in Tables Book Yourself In Here: www.cte.net.au/webinars
1:00 PM	Excel Functions 1 (EXL2003-12)	Using AutoSum (SUM) for creating Totals, Copying Formulas using Autofill, Using Autocalculate Book Yourself In Here: www.cte.net.au/webinars
3:00 PM	Excel Lists 3 (EXL2003-25)	Working with an Advanced Filter; Setting up, Testing, Editing an Advanced Filter Book Yourself In Here: www.cte.net.au/webinars

Date & Time	Course Name	Description
6/06/2011 9:00 AM	Word Macros 1 (WRD2003-43)	Recording, Running and Editing Simple Macros Book Yourself In Here: www.cte.net.au/webinars
11:00 AM	Introduction to Excel (EXL2003-01)	Introduction to Spread-sheets and Terminology, Starting Excel, Screen Elements, Moving around a Worksheet, Selecting Cells, Entering Text, Numbers and basic Formulas, Saving and Closing Book Yourself In Here: www.cte.net.au/webinars
1:00 PM	Outlook Inbox 1 (OUT2003-02)	Creating a new message; Working with the To: CC: BCC fields; The Options Tab; Replying or Forwarding messages; Working with Attachments Book Yourself In Here: www.cte.net.au/webinars
3:00 PM	Word Autotext (WRD2003-12)	Creating, Using and Editing AutoText (Reusable Text) in all Word documents Book Yourself In Here: www.cte.net.au/webinars
7/06/2011 9:00 AM	Outlook Inbox 2 (OUT2003-08)	Working with Signatures (Auto-signatures); Setting Up Signatures; Choosing a Signature For Specific Messages; Recalling Sent Messages; Sorting Your Messages; Grouping Your Messages Book Yourself In Here: www.cte.net.au/webinars
11:00 AM	Access Introduction To Databases (ACC2003-01)	Introduction to Databases - What is a database? Creating a Database and Using the Database Wizard, Creating a desktop shortcut Book Yourself In Here: www.cte.net.au/webinars
1:00 PM	Excel Lists 1 (EXL2003-23)	Introduction to Lists (database Features in Excel), Creating a List, List data entry techniques, Formatting a List, Sorting a List Book Yourself In Here: www.cte.net.au/webinars
3:00 PM	PowerPoint Working with Text (PPT2003-02)	Working with Text; Introduction to Editing and Formatting a Presentation; Changing the Slide Layout and Selecting a Design Template Book Yourself In Here: www.cte.net.au/webinars

Date & Time	Course Name	Description
8/06/2011 9:00 AM	Outlook Managing Messages (OUT2003-05)	Creating Folders; Moving messages to another folder; Moving a message and creating a folder at the same time; Deleting individual and multiple messages; Working with Personal Folders and Public Folders; Using the Field Chooser Book Yourself In Here: www.cte.net.au/webinars
11:00 AM	Excel Functions 4 (EXL2003-15)	Lookup Functions - VLOOKUP and HLOOKUP for looking for data from a list Book Yourself In Here: www.cte.net.au/webinars
1:00 PM	Excel Data Validation (EXL2003-33)	Data Validation - Creating Rules for Data Entry, Creating a drop down list selection for data entry, Creating Customised Error Messages and Data Input Screen Messages Book Yourself In Here: www.cte.net.au/webinars
3:00 PM	PowerPoint Smart Slide Show Techniques (PPT2003-22)	Working in Slide Show View, Tips and Techniques Book Yourself In Here: www.cte.net.au/webinars
9/06/2011 9:00 AM	Excel Styles And Templates (EXL2003-29)	Creating and Using Styles; Saving Files as Templates Book Yourself In Here: www.cte.net.au/webinars
11:00 AM	Outlook Shortcuts (OUT2003-12)	Adding, Deleting Moving Shortcuts; Using The Journal; Finding Messages; Outlook Keyboard Shortcuts Book Yourself In Here: www.cte.net.au/webinars
1:00 PM	Excel Charts 2 (EXL2003-21)	Creating, Editing and Formatting Charts, Changing the Chart to Display an Image instead of a column Book Yourself In Here: www.cte.net.au/webinars
3:00 PM	Word 2007 Templates (OFF2007-09)	Working with templates in Word 2007 (or 2003), including creating, using, editing and deleting templates. Sharing template files. Working with 2003 AutoText template files. Book Yourself In Here: www.cte.net.au/webinars