

Welcome to the winter edition of our newsletter. I would like to especially welcome those receiving this newsletter for the first time. As our business grows across Australia it is great to see that our range of services are of value to more and more people each year. In fact, the recent financial year end saw Wizard increase the number of training days that we deliver by a staggering 27% over the previous year. That is excellent growth and I would like to thank all of our clients for helping us achieve this. It may interest you to know that Wizard delivered, on average, over 100 student days of training each business day last financial year!

We have seen a number of changes in our business over the past 12 months. One that is impacting many of our clients is the increased uptake of Office 2007 and Vista. Whilst this software brings many new productivity enhancements to the workplace it has also meant a significant change in the way we work with it. Our 2007 upgrade training and our standard 2007 offerings have been in high demand!

Another growth area for Wizard is our increased focus on the delivery of nationally recognised training courses. Wizard is a Registered Training Organisation (RTO) and offers nationally recognised training through all our state and territory offices.

We are accredited to deliver the following Vocational Education programs:

- BSB20107 - Certificate II in Business
- BSB30107 - Certificate III in Business
- BSB30407 - Certificate III in Business Administration

The Statement of Attainment received after completing any units of competency from the above qualifications is recognised by employees

and all RTOs throughout Australia. As this training is very much focused on the assessment of competence rather than attendance at a training course, the statements of attainment are true indicators that an individual has the skills and knowledge to operate effectively in employment.

Competencies may be attained in a number of ways (pathways) including through:

- formal or informal training
- experiences in the workplace
- general life experience, and/or
- any combination of the above

Each of these assessment pathways leads to full recognition of competencies held - the critical issue is that the candidate is competent, not how the competency was acquired. Wizard sees this area of training growing over the coming years. Australia must improve business effectiveness if we are to successfully address the economic growth needs of the future.

You may also notice that our range of Professional and Self Development short courses is also increasing from newsletter to newsletter. We are finding that our clients are asking for more and more in this area and we are only too happy to oblige. Wizard develops most of this content ourselves so that we can be sure it meets the specific needs of our clients. For this reason we are only able to add one or two new courses each 3 or 4 months. Please keep an eye on our website to see new courses as they are rolled out. Let us know if there is anything in particular you may be interested in us developing and we will add it to our list.

If you have any questions about Vocational Education or training services in general, please contact us and we will assist you in any way we can.

### COURSE DESCRIPTION

### DAYS

### AUG

### SEP

### OCT

### NOV

### DEC

### JAN

### COST

#### PROFESSIONAL AND SELF DEVELOPMENT

Communication Solutions	1		17		30		28	\$420.00
Productivity and Self Development	1	10	16		17		20	\$420.00
Practical Project Management	1	14	21	16				\$420.00
Today's Manager	2							\$840.00
Presentation Excellence	2	11-12		21-22				\$840.00
Productivity and Managing Stress	1		14				7	\$420.00
Complete Effective Meetings	1		22		11			\$420.00
Conflict Management and Solutions	1			29				\$420.00
Write Effective Documents	1		18		4		15	\$420.00
Complete Client Services	1							\$420.00
Please call to register your interest								

#### WORD PROCESSING

Word Essentials	1	3	2		3	1		\$280.00
Word Intermediate - Enhancing Document Appearance	1		7		16	3		\$280.00
Word Intermediate - Streamlining Work Processes	1		8	6	11	8	21	\$280.00
Word Advanced - Automating Documents	1	20	21		23	17		\$310.00
Word Advanced - Working with Long or Complex Documents	1		16	14	17	8	13	\$310.00
Word 2007 Essentials	1		14		11		11	\$280.00
Word 2007 Intermediate - Streamlining Document Creation	1			8		10		\$280.00
Word 2007 Intermediate - Document Formatting & Layout	1		16	14	18	15		\$280.00
Word 2007 Intermediate - BIZ & Office Integration	1		22		10		19	\$280.00
Word 2007 Advanced - Collaborating and Customising	1	28		8		8		\$310.00
Word 2007 Advanced - Publishing Long and Complex Documents	1		1	6		1	22	\$310.00
Word - Working with Mail Merge Documents	0.5			21			19	\$175.00
Lotus WordPro Millenium Essentials	1							\$280.00
Louts WordPro Millenium Intermediate	2							\$560.00
Lotus WordPro Millenium Advanced	2							\$620.00
OpenOffice.org Writer Essentials, Intermediate and Advanced courses available	1							\$335.00
Please call to register your interest								

#### SPREADSHEETS

Excel Essentials	1	4	1	1	3	1	14	\$280.00
Excel Intermediate - Functions and Formulas	1	10	25	23	24	18	22	\$280.00
Excel Intermediate - Manipulating Data	1	21		21	26		20	\$280.00
Excel Advanced - Advanced Functions and Formulas	1	27	29		24		25	\$310.00
Excel Advanced - Data Analysis and Automation	1	26		22		16	27	\$310.00
Excel 2007 Essentials	1		11	9	9	9	15	\$280.00
Excel 2007 Intermediate - Formulas and Functions	1		24		18		21	\$280.00
Excel 2007 Intermediate - Modeling and Manipulating Data	1		25		30		22	\$280.00
Excel 2007 Advanced - Text, Date and Time Functions	1		29	13		2	12	\$310.00
Excel 2007 Advanced - Complex Data Analysis	1	25		16		18		\$310.00
Excel 2007 Advanced - Formulas and Functions	1		15		12		14	\$310.00
Excel VBA 2003	2			29-30			28-29	\$740.00
Excel VBA 2007	2							\$740.00
Excel Working with Pivot Tables	0.5			21			19	\$185.00
Lotus 1-2-3 Millenium Essentials	1							\$280.00
Lotus 1-2-3 Millenium Intermediate	2							\$620.00
Lotus 1-2-3 Millenium Advanced	2							\$670.00
OpenOffice.org Calc Essentials, Intermediate and Advanced courses available	1							\$335.00
Please call to register your interest								

#### DATABASES

Access Essentials	2		3-4		4-5	3-4		\$620.00
Access Intermediate	2	20-21			26-27		20-21	\$620.00
Access Advanced	2		23-24	27-28			27-28	\$680.00
Access VBA 2003	2							\$740.00
Access Essentials 2007	2		9-10	7-8		9-10		\$620.00
Access Intermediate 2007	2							\$620.00
Access Advanced 2007	2							\$680.00
Access VBA 2007	2							\$740.00
FileMaker Pro Essentials	1							\$310.00
FileMaker Pro Advanced	1							\$335.00
Lotus Approach Millennium Essentials	1							\$310.00
Lotus Approach Millennium Advanced	1							\$335.00
Please call to register your interest								

#### GRAPHICS & DESKTOP PUBLISHING

Acrobat 8.0 Essentials	1		8	9	16	8		\$310.00
Visio Essentials	1		18		20		15	\$310.00
Visio Professional 2007 Essentials	1		18		20		15	\$310.00
Visio Professional 2007 Advanced	1							\$310.00
PowerPoint Essentials - Creating a Presentation	1	18	9		2	4		\$280.00
PowerPoint Intermediate - Powerful Presentations	1		22	20		16	19	\$280.00
PowerPoint Advanced	1		29		25		25	\$310.00
PowerPoint 2007 Essentials - Creating an Electronic Presentation	1	26	17		18	14		\$280.00
Powerpoint 2007 Advanced - Templates and Design	1		30		25		29	\$310.00
Flash Essentials	1							\$370.00
Flash Advanced	1							\$370.00
Fireworks	2							\$740.00
Photoshop Essentials	1	19	9	7	26	9		\$370.00
Photoshop Advanced	1			21			20	\$370.00
Illustrator Essentials	1			26	30			\$370.00
Publisher Essentials	1		30	27	23			\$310.00
InDesign Essentials	2		14-15	12-13	12-13	14-15	11-12	\$740.00
InDesign Advanced	1							\$370.00
Lotus Freelance Millenium Essentials	1							\$340.00
Please Call to register Your Interest								

# Schedule

## January 2010



COURSE DESCRIPTION	DAYS	AUG	SEP	OCT	NOV	DEC	JAN	COST
<b>INTERNET/WEB AUTHORIZING</b>								
Dreamweaver CS3 Essentials	2			1-2	2-3		28-29	\$680.00
Dreamweaver CS3 Advanced	1			15	19			\$370.00
Dreamweaver MX 2004 Essentials	2							\$680.00
Dreamweaver MX 2004 Advanced	1							\$370.00
Frontpage Essentials	1			Please Call to Register Your Interest				\$310.00
Frontpage Advanced	1							\$310.00
Sharepoint 3.0 Services	2		10-11		23-24			\$620.00
HTML Essentials	1							\$370.00
HTML Advanced	1							\$370.00
XML Essentials	1			Please Call to Register Your Interest				\$550.00
XML Schema Development	2							\$1100.00
<b>OTHER</b>								
Office 2007 - Key Features	1		17	15	6	7	15	\$310.00
Windows Vista Essentials	1		7		4	7		\$310.00
Windows XP Essentials	1		11	5				\$280.00
<b>MAIL</b>								
Outlook 2003 Essentials	1		2	2	4	2		\$280.00
Outlook 2003 Advanced	1		17		20	3		\$310.00
Outlook - Best Practice	0.5		14			11		\$185.00
Outlook 2007 Essentials	1	5		14		11	13	\$280.00
Outlook 2007 Advanced	0.5							\$185.00
Outlook 2007 - Onenote Essentials	0.5			Please call to register your interest				\$185.00
Notes R7 User Essentials	1							\$370.00
<b>MYOB</b>								
MYOB - Getting Started	1				6			\$370.00
MYOB - Day to Day Process	1			28	13		27	\$370.00
MYOB - End of Period Reconciliation and BAS	1	28			26			\$370.00
<b>PROJECT MANAGEMENT</b>								
Project Essentials	2	6-7		12-13	9-10		11-12	\$620.00
Project Advanced	1	24	21		27		18	\$370.00
Project 2007 Essentials	2	6-7		12-13	9-10		11-12	\$620.00
Project 2007 Advanced	1	24	21		27		18	\$370.00
<b>IBM LOTUS NOTES END USER</b>								
Lotus Notes Essentials - Using Mail and Calendar	1			Please call to register your interest				\$385.00
<b>NATIONALLY RECOGNISED QUALIFICATIONS</b>								
<b>BSB20107 - Certificate II in Business</b>		Varies depending on experience		Please call to register your interest				Variable
<b>BSB30107 - Certificate III in Business</b>				Training can commence at any time				
<b>BSB30407 - Certificate III in Business Administration</b>								

### Tips & Tricks

#### Entering Today's Date into MS Excel

Do you ever need to enter today's date into a cell in MS Excel? Here are some tips for you to make this easier:

To enter today's date and have it update to the current date each time the spreadsheet is open: Use the function =TODAY()

To enter today's date and time and have it update to the current date and time each time the spreadsheet recalculates: Use the function =NOW()

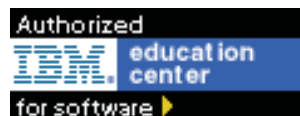
To enter today's date and have it NOT update to the current date each time the spreadsheet is open: Click in the cell and press CTRL+;

To enter the current time and have it NOT update to the current time each time the spreadsheet recalculates: Click in the cell and press CTRL+SHIFT+;

To enter the current date and time and have it NOT update to the current date and time each time the spreadsheet recalculates: Click in the cell and press CTRL+; then SPACE then CTRL+SHIFT+;



Learning Solutions



- | Modern training environment | Highly qualified instructors | Comprehensive training manuals |
- | Indefinite phone support to the course level | Lunch provided |

Detailed outlines of the above courses are available at [www.wct.com.au](http://www.wct.com.au) or by contacting Wizard. If you are looking to train in an application not listed in the above schedule, please contact us. We can conduct one-on-one or group courses in most applications.

Telephone (08) 9421 1277 | Fax (08) 9421 1278 | Email [wizard@wct.com.au](mailto:wizard@wct.com.au) | Web site [www.wct.com.au](http://www.wct.com.au)

# Tips & Tricks

## Google Search Tips

### Take a magic ~ ride

The tilde character “~” in the corner of your keyboard is a handy tool in Google searches. Put it before a word, with no space between, to have Google look for pages with both the term and its synonyms.

*Example:* A search for ~auto will also turn up Web pages that use the terms *cars, trucks, automobiles, vehicles*, and more.

### Google can be your calculator

Type a maths problem or conversion into the search box and Google will compute it. You can spell out the equation in words (two plus two, twelve divided by three, litres in gallons), use numbers and symbols (2+2, 12/3), or type in a combination of both (15% of fifty, 2 acres in hectares).

### Google can be your dictionary

Type *define* followed by any English word into the search box, and Google will give you a quick definition at the top of the search results.

### Forget pluralism

Google automatically searches for all the stems of a word, so you don't need to do separate searches for *dance, dances, and dancing*. Just type one of the words and Google will take care of the rest, giving you results all in one list.

### I'm Feeling Lucky

Enter a search term and click this button on the Google homepage to bypass a long list of results and go directly to the top-matching Web page for your term.

### Get the picture

Looking for a photo of Kevin Rudd, Parliament House? Click on the “images” link above the search box, type your query, and Google will provide any photos or graphics in its database of over one billion images that match your terms, with a link to the page where they appear.

*Bonus tip:* Image searches may lead you to helpful Web sites that you otherwise might not find in the regular search results.

### Browse the world's bookshelves online

Search for a topic at [books.google.com](http://books.google.com) and you will see information from actual books that Google has scanned and indexed in its database. You can browse, read, or download the entire text of works that are not copyrighted; for others, you can see snippets of pages where your search term appears and learn where to buy a full copy.

### Capitalisation doesn't matter

Save yourself time and typos: don't bother with the SHIFT key. Googling *Queen Elizabeth II* and *queen elizabeth ii* yields the same results. So whether you enter words in uppercase or lowercase, Google treats them equally - though the Queen would prefer otherwise.

*Bonus tip:* Google ignores common words like *the, and, is, of, and to* when they are used in search queries without quotes. Adding them will not change or improve your results, so you can leave them off.

### Google can be your newscaster

Google News, reachable via the “News” link above the search box or at [news.google.com](http://news.google.com), provides up-to-the-minute information on politics, business, technology, entertainment, health, sports, and more. Type a topic of interest into the Google News search box to find the most recent stories from more than 4,500 global news sources.

*Bonus tip:* To follow a topic closely, sign up at [google.com/alerts](http://google.com/alerts) for regular alerts that are emailed to you with the most up-to-date news and Web links.

### Google can be your weatherman

Type *weather* followed by the name of a city, and Google will give the current conditions and a four-day forecast at the top of the results page or a link to a page that can.

### Use quotation marks when precision matters

Typing “*the search is over*” into Google will return Web pages about the rock song by Survivor - but leaving off the quotes will procure an assortment of unrelated pages. The reason: adding quote marks around a query tells Google to look for occurrences of the exact phrase as it was typed. That makes quote marks especially helpful when searching for song lyrics, people's names, or expressions such as “*to be or not to be*” that include very common words.

### Get PG-rated results

A search on a serious topic like *sex education* might trigger objectionable material, so Google provides an optional SafeSearch filter to keep results family-friendly. Click the “Preferences” link next to the search box to view and adjust the SafeSearch settings (choose from “strict”, “moderate”, or no filtering).

Tips from The Google Story, D. A. Vise, 2005