

Call Out Personal Computer (PC) Training

- Call out PC training
- Training Made Simple
- Easy to Follow Approach
- At a Time Convenient to You
- One-on-One at your place
- In-house
- Group

"Although it was technical, Rachel explained it to me in a way I could understand"
Caroline, Wellington

Training Courses Available:

[Basic PC & Computers](#)

[Email](#)

[Managing Files & Folders](#)

[Microsoft Word 2007 for Beginners](#)

[Internet for Beginners \(IE7\)](#)

[Microsoft Excel 2007 for Beginners](#)

Each of the above courses include a:

FREE Easy step by step Training Guide
***Valued at \$83!!!**

"I found the training;
- Easy to Follow
- Good Value for Money
- Good Length of Time
- I Came away Knowing More
- Helpful
- Explained in Layman's Terms

I am impressed with the guide; as it guides me on my own and it's the right order, with the right screen shots

I was left wanting more; I want the Internet and Email training". Ian, Wellington

*For a limited time only ~ PC Security & Other Training also available

Enquiries & bookings call 021 72 72 33 ~ contact@elogica.co.nz

elogica IT services

<http://www.elogica.co.nz>

Call Out Personal Computer (PC) Training

Basic PC & Computers Training Course

This course is the First Step for Beginners. It Introduces New Users to a Computer and the Microsoft Windows Operating System environment, focus is on the quickest and easiest method. There are no prerequisites.

This course covers a step by step approach;

- Switching on a computer & Using a Mouse
- Understanding the Windows User Interface (Desktop)
- Managing Windows
- How to Open and Close Windows
- Start and Shut down and Switch between Programs
- How to Check for Microsoft Updates
- And more

Also provided is an easy to understand breakdown of the Hardware and Software components of a Personal Computer (PC)

"I found the training; Easy to Follow, Good Value for Money, Good Length of Time... **I was left wanting more** ; I want the Internet and Email training". Ian C, Wellington

1 hour \$140 – *A Short Course for a Beginners*

Managing Files & Folders Training Course

This course will give you an understanding of Microsoft Windows File Management. Step by step covering the basics of; Opening, Saving, Closing and Retrieval. Managing of; Adding, Editing, Copying, Moving, Deleting & Renaming. Types of Files. Find and Retrieve. A collection of helpful tips, and more

Prerequisites: Users must be able to use a mouse and be familiar with the Windows environment, as covered in the Basic PC & Computers course

"Although it was technical, *it was explained to me in a way I could understand*". Caroline N, Wellington

90 minutes \$230

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Call Out Personal Computer (PC) Training

Internet for Beginners (IE7)

A first-rate start to the Internet using Google. This course will empower you with the essential skills to make the most of the Internet today and open up the realm of possibilities that are available to you through the Internet

This course covers a step by step approach;

- Understanding the Google User Interface
- How to Search for the information you want using Keywords
- Google Tricks & Tips
- Explore some of the other Google Search Engines
- Accessing frequently visited Web Sites
- Get a Taste of what is available on the Internet
- Understand the different ways of Communicating through the Internet
- Understand what Online Multimedia, Podcasting & RSS feeds are about
- And more

Prerequisites: Whilst this course is designed for those who have had little or no experience of the World Wide Web, users must be able to use a mouse and be familiar with the Windows environment, as covered in the Basic PC & Computers course

Also provided is an easy to understand breakdown of the Internet and how it works, Security & Privacy, and more

90 minutes \$230

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Call Out Personal Computer (PC) Training

Email

This course covers a step by step approach;

The Internet has revolutionised communication and Email is an essential skill and (currently still) a predominant tool which people use to communicate. This is a beginner's course to Email using Microsoft Office Outlook 2007. It is designed for those who have had little to no experience with Email

This course covers the basic features of:

- MS Outlook 2007 View(s)
- Reading, Creating, Replying and Sending Email
- Deleting & Recovering Email
- Creating Contacts and Maintaining the Address Book
- Attaching Files & Inserting Pictures
- How to Find Emails
- Using Microsoft Word as your Email Editor
- And More

Prerequisites: Whilst this course is designed for those who have had little or no experience with Microsoft Office Outlook 2007 (Email), users must be able to use a mouse and it would be beneficial if they were familiar with the Windows environment, as covered in the Basic PC & Computers course

Also provided is an easy to understand breakdown of Outlook, Email, Viruses & Security settings, and more

90 minutes \$230

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Call Out Personal Computer (PC) Training

Microsoft Word 2007 for Beginners

Learn all you need so you can easily create simple professional looking documents; emphasis is on learning the simplest and quickest methods

This course covers a step by step approach;

- Getting to know the Word 2007 Interface
- How to Create New Documents, Open Existing Documents, the many Templates options available, and more
- How to Save your Work
- How to Add Text
- How to Insert Art & Graphics
- How to Format, Delete, Cut, Copy and Paste Text and other content
- How to use the Spelling and Grammar check
- Font Colours and highlights, working with Themes
- How to Print a Document and Envelopes
- And more

Prerequisites: Whilst this course is designed for those who have had little or no experience with Word Processing/Microsoft Word, and you do not need to be a typist, but Users must be able to use a mouse and be familiar with the Windows environment, as covered in the Basic PC & Computers course and have a very good knowledge of file handling, as covered in our Managing Files & Folders Training Course.

Also provided is an easy to follow step by step guide to help you on your own

2 hours \$295

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Call Out Personal Computer (PC) Training

Microsoft Excel 2007 for Beginners

Learn how to use the spreadsheet tool Microsoft Excel 2007

Learn all you need so you can easily create simple professional looking spreadsheets; emphasis is on learning the simplest and quickest method

This course covers a step by step approach;

- Getting to know the Excel 2007 Interface
- Opening Excel
- Moving around Excel
- Entering Numbers & text
- Saving, Exiting and Retrieving Spreadsheets
- Calculating; Adding, Subtracting, Multiplying, & Division
- Formatting
- Printing
- And more

Prerequisites: Whilst this course provides a foundation for those who have had little to no experience with Spreadsheets/Microsoft Excel, Users must be able to use a mouse and be familiar with the Windows environment, as covered in the Basic PC & Computers course and have a very good knowledge of file handling, as covered in our Managing Files & Folders Training Course.

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2 hours \$295

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