

FNQ Training Academy

MICROSOFT OFFICE TRAINING

Oct/Nov/Dec 2026

Computer Schedule

Instructor Led – Max* 8 per/class

15+ years Exp. & over 15,000 students



Practical, Foundational & Realistic Training. Whether you're preparing to confidently return to work, upskill or increase your own workplace productivity, efficiency and/or presentation, we can help you. With plenty of 1 on 1 trainer time vs large classes we focus on individual needs. These courses were initially designed for inclusion with "Return-to-Work" Government funded programs and Job seeking was the primary focus.

With our selection of courses increasing, you can effectively become one of the higher end office users, this gives you an edge over the majority, all whilst saving an immense amount of frustration. Your visual digital appearance becomes industry aesthetic and genuinely professional giving you the confidence to perform.

INTRO SALE

MS Word/Excel Beginner Course
1 Full Day from

\$249

was ~~\$349~~

BYO Laptop with MS Office,
*3x Spare Laptops available

BEGINNER COURSES · 1 FULL DAY

COMPUTERS FOR BEGINNERS

1 Full Day
~~\$349~~ **Intro SALE \$249**

16 Oct **26 Oct** **4 Nov** **16 Nov**
4 Dec **14 Dec**

- **We all started here – Essentials**
- Hardware, Terminology, The Process I/O
- PC Apps, Software, Versions
- Windows Navigation, Windows Explorer File Mngt
- Office/Internet/Email/Everyday Utilisation
- Digital Security Solutions/Maintenance/Ergonomics

MICROSOFT WORD FOR BEGINNERS

1 Full Day
~~\$349~~ **Intro SALE \$249**

19 Oct **28 Oct** **2 Nov** **17 Nov**
27 Nov **7 Dec** **15 Dec**

- Windows Explorer File Mngt
- Create & Save Documents
- Select, Edit, Cut/Copy/Paste text
- Format text, Bullets, Margins, Page Breaks
- WordArt, Orientation, Alignment, Printing

MICROSOFT EXCEL FOR BEGINNERS

1 Full Day
~~\$349~~ **Intro SALE \$249**

21 Oct **30 Oct** **9 Nov**
20 Nov **2 Dec** **8 Dec**

- Windows Explorer File Mngt
- Create & Save Spreadsheets
- Working with Cell Ranges, Selection Methods
- Formatting Dates/Times/Numbers
- Formulas – AUTOSUM minus divide multiply

INTERMEDIATE COURSES · 2 FULL DAYS

MICROSOFT WORD INTERMEDIATE

2 Full Days
~~\$649~~ **Intro SALE \$499**

DATES **5 / 6 Nov** **30 Nov & Dec 1** **Dec 17 / 18**

- **More Complex Documents**
- Creating, Editing Formatting Tables
- Page/Paragraph Borders & Shading
- Mail Merge from Database
- Table of Contents, Page Numbering
- Headers & Footers, Using Columns
- Styles, Format Painter
- Custom Bullets, Tabs, Numbering
- Insert, Edit & Format Pictures, Word Wrap

MICROSOFT EXCEL INTERMEDIATE

2 Full Days
~~\$649~~ **Intro SALE \$499**

DATES **12 & 13 Nov** **23 & 24 Nov** **Dec 10 & 11**

- **More Complex Spreadsheets**
- Functions, Max, Min, Average
- Absolute Cell Referencing, Freeze Panes
- Inserting Charts, Multiple Sheets
- Paste Special, 3D Formulas, IF Statements
- Autofill, Headers & Footers, Troubleshoot Print +++

✓ **1 on 1 Training Available**

✓ **Payment Plans Available (Pay in 4)**

✓ **Ask your Job Network Provider for payment assistance**

✓ **Ask about Concession/ Pensioner Discounts**

EVERY COURSE
Includes Resources, Workbook & Certificate

*** CLASSES**
9.00AM – 3:30PM

Upcoming Courses: or EOI (min 3 students)

- Outlook/Internet
- Job Search, Resumes, Cover Letters with AI