



Price List

December 2011 - February 2012

**Training manuals for instructor led teaching,
classroom teaching and individual self paced
or distance learning**

Microsoft Office
National Training Package Resources
Web Development
Desktop Publishing
Graphic Design
Accounting

Our organisation

Watsonia Publishing have been producing and supplying quality courseware for educational and training organisations since 1983. In this time we have gained a reputation in the Australian marketplace for highly accurate, cost effective training products with excellent value and superior quality. Not only have we become the clear market leader in Australia but we have also developed an enviable reputation for innovation in product development. Our courseware is mainly used for instructor-led training and classroom teaching but is also used by individuals who require self-paced learning or distance learning material. Watsonia Publishing is proudly Australian – 100% Australian family owned with 100% of our manuals written and produced in Australia.

Our aims and objectives

We aim to continually:

- Produce high quality, technically accurate, easy to read training materials at a reasonable price.
- Offer a product that is original and inventive.
- Produce a product that constantly challenges and sets the benchmark for training material.
- Be innovative in every area of the business.
- Provide the best service achievable.
- Ensure that our product range evolves as software packages and training needs develop.

Why our courseware is different

Watsonia Publishing's training manuals stand out from the rest because they are different. Our fresh approach to layout and style makes them easy to read and understand. Case studies are based on real life experiences and the writing style is warm and friendly, inviting the reader to learn. We are one of the few publishing companies in the world to have invested a large amount of time and effort in the development of a Rapid Courseware Development System (RCDS) which we have called the EngineRoom™. Using this system we can create custom courseware literally within minutes, allowing us to respond to our client requests quickly and efficiently.

What our customers say about us...

"I have found the Watsonia Publishing staff to always be extremely helpful & polite. Orders are always followed up as soon as possible and I am kept informed of how they are going. They are a pleasure to do business with and I would recommend them to anyone."

Denea Munro – Short Course Coordinator
Curtin Training Solutions – Kalgoorlie

"Watsonia Publishing's publications represent a truly innovative approach in the development of teaching and learning materials. Our organisation could not do what we do without their large range of courseware. Our Clients find that resources produced by Watsonia Publishing are easily followed and ensure a brilliant learning experience."

David Martin - Executive Officer
GALA Inc

"We have been using Watsonia Publishing for 3-4 years now and the feedback we've received from our students has been extremely positive. Their books have been the most successful resource we have used in the Flexible Delivery area to date. They are professionally produced and provide tremendous assistance as a teaching resource, making our lives that much easier."

Brian Davidson - Teacher/Tutor
Flexible Delivery Centre (Business Services) - Maroochydore QLD

"I have been dealing with Watsonia Publishing for almost two years to order training manuals for our busy RTO. I have always found the staff to be friendly, professional and efficient. I would like to commend Watsonia Publishing on their first class customer service and would not hesitate to recommend them to other organisations."

Laurene Thompson - Administration Co-ordinator
Continuing Education Bendigo

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	Software	Format	Order Code	ISBN	RRP
Microsoft Word Module 1			Introductory (2 Day)		
Training Manual	NEW! Word 2010	InFocus	INF1013	978 1 921939 21 1	\$34.80
Training Manual	Word 2007	In Focus	INF710	978 1 921340 02 4	\$33.80
Training Manual with challenge exercises	Word 2007	In Focus	INF770	978 1 921340 07 9	\$37.50
Training Manual	Word 2007	Master	WPP710	978 1 921340 41 7	\$43.20
Microsoft Word Module 2			Advanced (2 Day)		
Training Manual	NEW! Word 2010	InFocus	INF1014	978 1 921939 22 8	\$34.80
Training Manual	Word 2007	In Focus	INF711	978 1 921340 03 1	\$33.80
Training Manual with challenge exercises	Word 2007	In Focus	INF771	978 1 921340 08 6	\$37.50
Training Manual	Word 2007	Master	WPP711	978 1 921340 42 4	\$43.20
Microsoft Word Level 1			Introductory (1 Day)		
Training Manual	Word 2010	In Focus	INF1010	978 1 921721 46 5	\$24.50
Training Manual with challenge exercises	Word 2010	In Focus	INF1050	978 1 921721 09 0	\$28.10
Training Manual	Word 2007	In Focus	INF712	978 1 921340 04 8	\$24.50
Training Manual with challenge exercises	Word 2007	In Focus	INF772	978 1 921340 09 3	\$28.10
Training Manual	Word 2007	Master	WPE712	978 1 921340 43 1	\$31.90
Microsoft Word Level 2			Intermediate (1 Day)		
Training Manual	Word 2010	In Focus	INF1011	978 1 921721 47 2	\$24.50
Training Manual with challenge exercises	Word 2010	In Focus	INF1051	978 1 921721 10 6	\$28.10
Training Manual	Word 2007	In Focus	INF713	978 1 921340 05 5	\$24.50
Training Manual with challenge exercises	Word 2007	In Focus	INF773	978 1 921340 10 9	\$28.10
Training Manual	Word 2007	Master	WPE713	978 1 921340 44 8	\$31.90
Microsoft Word Level 3			Advanced (1 Day)		
Training Manual	Word 2010	In Focus	INF1012	978 1 921721 48 9	\$24.50
Training Manual with challenge exercises	Word 2010	In Focus	INF1052	978 1 921721 11 3	\$28.10
Training Manual	Word 2007	In Focus	INF714	978 1 921340 06 2	\$24.50
Training Manual with challenge exercises	Word 2007	In Focus	INF774	978 1 921340 11 6	\$28.10
Training Manual	Word 2007	Master	WPE714	978 1 921340 45 5	\$31.90
Microsoft Word All In A Book			Complete Course		
Training Manual	Word 2007	In Focus	INF715	978 1 921340 30 7	\$79.20
Training Manual	Word 2003	In Focus	INF461	1 74007 820 9	\$77.60
BSBITU201A Produce Simple Word Processed Documents			(BSB07)		
Unit Workbook	Word 2010	In Focus	INF850	978 1 921721 77 9	\$39.90
Unit Workbook	Word 2007	In Focus	INF680	978 1 921721 007	\$39.90
Learning Guide	Word 2007	In Focus	INF630	978 1 921341 40 3	\$39.90
Teacher Resource CD	Word 2007	-	INF630CD	-	\$45.00
BSBITU306A Design & Produce Business Documents			(BSB07)		
Unit Workbook	Word/Ex 10	In Focus	INF852	978 1 921721 79 3	\$39.90
Learning Guide	Word/Ex 07	In Focus	INF632	978 1 921341 42 7	\$39.90
Teacher Resource CD	Word/Ex 07	-	INF632CD	-	\$45.00
Learning Guide	Word/Ex 07	Master	WPP632	978 1 921342 26 4	\$41.50
Learning Guide	Word/Ex 03	In Focus	INF258	978 1 921341 27 4	\$39.90
BSBITU404A Produce Complex Desktop Published Documents			(BSB07)		
Unit Workbook	Word 2010	In Focus	INF865	978 1 921340 23 9	\$39.90

What's the difference between the Master and In Focus range? Master Series follows the classic step-by-step approach. It provides detailed instructions, plentiful screen shots and a narrative style that is perfect for those who prefer to learn by example. The large font makes it easy to read and each step is illustrated comprehensively. **In Focus** is our latest style of manual and offers comprehensive content in a layout that is easy for students to understand and digest. This series is more cost effective than the Master Series because each topic is covered on a single page, meaning less printed pages.

Is there a discount for industry customers?
Yes, we have a range of discounts available for Bookshops, TAFEs, Registered Training Organisations and teachers/trainers. Please contact us for more information and an accurate price for your order.

	Software	Format	Order Code	ISBN	RRP
BSBITU303A Design & Produce Text Documents					(BSB07)
Unit Workbook	Word 2010	In Focus	INF851	978 1 921721 78 6	\$39.90
Learning Guide	Word 2007	In Focus	INF631	978 1 921341 41 0	\$39.90
Teacher Resource CD	Word 2007	-	INF631CD	-	\$45.00
Learning Guide	Word 2007	Master	WPP631	978 1 921342 25 7	\$41.50
BSBITU309A Produce Desktop Published Documents					(BSB07)
Unit Workbook	Word 2010	In Focus	INF853	978 1 921721 80 9	\$39.90
Learning Guide	Word 2007	In Focus	INF633	978 1 921341 43 4	\$39.90
Teacher Resource CD	Word 2007	-	INF633CD	-	\$45.00
BSBITU401A Design & Develop Complex Text Documents					(BSB07)
Unit Workbook	Word 2010	In Focus	INF854	978 1 921721 81 6	\$39.90
Learning Guide	Word 2007	In Focus	INF634	978 1 921341 44 1	\$39.90
Teacher Resource CD	Word 2007	-	INF634CD	-	\$45.00
BSBADM506B Manage Business Document Design & Development					(BSB07)
Unit Workbook	Word 2010	In Focus	INF855	978 1 921721 82 3	\$39.90
Learning Guide	Word 2007	In Focus	INF636	978 1 921341 46 5	\$39.90
Teacher Resource CD	Word 2007	-	INF636CD	-	\$45.00

Spreadsheets

What's the difference between modules & levels?
Levels are one day training manuals that contain approx. 8 hrs of content. Level one is introductory, while level two and three cover intermediate and advanced respectively. **Modules** are two day training manuals that contain approx. 14-16 hrs of content. Module one covers introductory to intermediate, while module two covers intermediate to advanced.

	Software	Format	Order Code	ISBN	RRP
Microsoft Excel Module 1					Introductory (2 Day)
Training Manual NEW!	Excel 2010	In Focus	INF1018	978 1 921939 18 1	\$34.80
Training Manual with challenge exercises	Excel 2010	In Focus	INF1087	978 1 921939 25 9	\$38.50
Training Manual	Excel 2007	In Focus	INF720	978 1 921340 37 6	\$33.80
Training Manual with challenge exercises	Excel 2007	In Focus	INF775	978 1 921340 42 0	\$37.50
Training Manual	Excel 2007	Master	WPP720	978 1 921340 46 2	\$43.20
Microsoft Excel Module 2					Advanced (2 Day)
Training Manual NEW!	Excel 2010	In Focus	INF1019	978 1 921939 19 8	\$34.80
Training Manual with challenge exercises	Excel 2010	In Focus	INF1088	978 1 921939 26 6	\$38.50
Training Manual	Excel 2007	In Focus	INF721	978 1 921340 38 3	\$33.80
Training Manual with challenge exercises	Excel 2007	In Focus	INF776	978 1 921340 43 7	\$37.50
Training Manual	Excel 2007	Master	WPP721	978 1 921340 47 9	\$43.20
Microsoft Excel Level 1					Introductory (1 Day)
Training Manual	Excel 2010	In Focus	INF1015	978 1 921721 49 6	\$24.50
Training Manual with challenge exercises	Excel 2010	In Focus	INF1055	978 1 921721 92 2	\$28.10
Training Manual	Excel 2007	In Focus	INF722	978 1 921340 39 0	\$24.50
Training Manual with challenge exercises	Excel 2007	In Focus	INF777	978 1 921340 44 4	\$28.10
Training Manual	Excel 2007	Master	WPE722	978 1 921340 48 6	\$31.90
Microsoft Excel Level 2					Intermediate (1 Day)
Training Manual	Excel 2010	In Focus	INF1016	978 1 921721 50 2	\$24.50
Training Manual with challenge exercises	Excel 2010	In Focus	INF1056	978 1 921721 93 9	\$28.10
Training Manual	Excel 2007	In Focus	INF723	978 1 921340 40 6	\$24.50
Training Manual with challenge exercises	Excel 2007	In Focus	INF778	978 1 921340 45 1	\$28.10
Training Manual	Excel 2007	Master	WPE723	978 1 921340 49 3	\$31.90
Microsoft Excel Level 3					Advanced (1 Day)
Training Manual	Excel 2010	In Focus	INF1017	978 1 921721 51 9	\$24.50
Training Manual with challenge exercises	Excel 2010	In Focus	INF1057	978 1 921721 94 6	\$28.10
Training Manual	Excel 2007	In Focus	INF724	978 1 921340 41 3	\$24.50
Training Manual with challenge exercises	Excel 2007	In Focus	INF779	978 1 921340 46 8	\$28.10
Training Manual	Excel 2007	Master	WPE724	978 1 921340 50 9	\$31.90

	Software	Format	Order Code	ISBN	RRP
Microsoft Excel All In A Book			Complete Course		
Training Manual	Excel 2007	In Focus	INF719	978 1 921340 33 8	\$79.20
Training Manual	Excel 2003	In Focus	INF462	1 74007 821 7	\$77.60
BSBITU202A Create & Use Spreadsheets			(BSB07)		
Unit Workbook	NEW! Excel 2010	In Focus	INF856	978 1 921721 83 0	\$39.90
Learning Guide	Excel 2007	In Focus	INF637	978 1 921341 47 2	\$39.90
Teacher Resource CD	Excel 2007	-	INF637CD	-	\$45.00
BSBITU304A Produce Spreadsheets			(BSB07)		
Unit Workbook	NEW! Excel 2010	In Focus	INF857	978 1 921721 84 7	\$39.90
Unit Workbook	Excel 2007	In Focus	INF687	978 1 921721 07 6	\$39.90
Learning Guide	Excel 2007	In Focus	INF638	978 1 921341 48 9	\$39.90
Teacher Resource CD	Excel 2007	-	INF638CD	-	\$45.00
BSBITU402A Develop & Use Complex Spreadsheets			(BSB07)		
Unit Workbook	NEW! Excel 2010	In Focus	INF858	978 1 921721 85 4	\$39.90
Learning Guide	Excel 2007	In Focus	INF639	978 1 921341 49 6	\$39.90
Teacher Resource CD	Excel 2007	-	INF639CD	-	\$45.00
Learning Guide	Excel 2003	In Focus	INF245	978 1921341 33 5	\$39.90

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 Manuals are dispatched within 24 hours of receiving your order. Once dispatched, most orders should be received within 2-3 days depending on the destination. For international orders, we will advise you of the anticipated arrival time.

Databases

	Software	Format	Order Code	ISBN	RRP
Microsoft Access Module 1			Introductory (2 Day)		
Training Manual	NEW! Access 2010	In Focus	INF1033	978 1 921939 28 0	\$34.80
Training Manual	Access 2007	In Focus	INF741	978 1 921340 70 3	\$33.80
Training Manual	Access 2007	Master	WPP741	978 1 921721 23 6	\$43.20
Microsoft Access Module 2			Advanced (2 Day)		
Training Manual	NEW! Access 2010	In Focus	INF1034	978 1 921939 29 7	\$34.80
Training Manual	Access 2007	In Focus	INF742	978 1 921340 71 0	\$33.80
Microsoft Access Level 1			Introductory (1 Day)		
Training Manual	Access 2010	In Focus	INF1030	978 1 921721 58 8	\$24.50
Training Manual	Access 2007	In Focus	INF743	978 1 921340 72 7	\$24.50
Training Manual	Access 2007	Master	WPE743	978 1 921721 25 0	\$31.90
Microsoft Access Level 2			Intermediate (1 Day)		
Training Manual	Access 2010	In Focus	INF1031	978 1 921721 59 5	\$24.50
Training Manual	Access 2007	In Focus	INF744	978 1 921340 73 4	\$24.50
Microsoft Access Level 3			Advanced (1 Day)		
Training Manual	Access 2010	In Focus	INF1032	978 1 921721 60 1	\$24.50
Training Manual	Access 2007	In Focus	INF745	978 1 921340 74 1	\$24.50

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What is the availability of your courseware?

We work very closely with our printers to provide overnight on-demand printing services. If the title you require is not in stock, it is printed overnight and dispatched the next day.

	Software	Format	Order Code	ISBN	RRP
Microsoft Access All In A Book			Complete Course		
Training Manual	Access 2007	In Focus	INF746	978 1 921342 17 2	\$46.30
Training Manual	Access 2003	In Focus	INF463	1 74007 822 5	\$77.60
Microsoft Access Simple Databases			Introductory (1 Day)		
Training Manual	Access 2003	Master	WPP526	1 74007 746 6	\$41.60
Training Manual	Access 2003	In Focus	INF411	1 74007 631 1	\$30.00
BSBITU301A Create & Use Databases			(BSB07)		
Unit Workbook	NEW! Access 2010	In Focus	INF859	978 1 921721 86 1	\$39.90
Learning Guide	Access 2007	In Focus	INF640	978 1 921341 50 2	\$39.90
Teacher Resource CD	Access 2007	-	INF640CD	-	\$45.00
Learning Guide	Access 2003	In Focus	INF246	978 1 921341 34 2	\$37.50
BSBITA401A Design Databases			(BSB07)		
Unit Workbook	NEW! Access 2010	In Focus	INF860	978 1 921721 87 8	\$39.90
Learning Guide	Access 2007	In Focus	INF641L	978 1 921341 51 9	\$39.90

Presentation Software

Do you customise manuals to suit clients' needs?

Yes, we customise all manuals written by Watsonia Publishing. Customisation is available for purchases of 20 or more manuals and is free of charge for basic changes. Unlike most courseware companies this doesn't just mean headers, footers and covers either. Using our innovative document development tool, EngineRoom™, we can adjust all our manuals to suit your needs. Please contact our Customer Service Department to discuss your individual requirements.

	Software	Format	Order Code	ISBN	RRP
Microsoft PowerPoint Module 1			Introductory (2 Day)		
Training Manual	P/Point 2007	In Focus	INF730	978 1 921340 59 8	\$33.80
Training Manual	P/Point 2007	Master	WPP725	978 1 921340 52 3	\$43.20
Microsoft PowerPoint Level 1			Introductory (1 Day)		
Training Manual	P/Point 2010	In Focus	INF1020	978 1 921721 52 6	\$24.50
Training Manual with challenge exercises	P?Point 2010	In Focus	INF1061	978 1 921721 98 4	\$28.10
Training Manual	P/Point 2007	In Focus	INF732	978 1 921340 61 1	\$24.50
Microsoft PowerPoint Level 2			Intermediate/Advanced (1 Day)		
Training Manual	P/Point 2010	In Focus	INF1021	978 1 921721 53 3	\$24.50
Training Manual with challenge exercises	P/Point 2010	In Focus	INF1062	978 1 921721 99 1	\$28.10
Training Manual	P/Point 2007	In Focus	INF733	978 1 921340 62 8	\$24.50
BSBITU302A Create Electronic Presentations			(BSB07)		
Unit Workbook	P/Point 2010	In Focus	INF861	978 1 921721 88 5	\$39.90
Learning Guide	P/Point 2007	In Focus	INF642	978 1 921341 52 6	\$39.90
Teacher Resource CD	P/Point 2007	-	INF642CD	-	\$45.00
Learning Guide	P/Point 2007	Master	WPP642	978 1 921342 36 3	\$41.50

	Software	Format	Order Code	ISBN	RRP
Microsoft Explorer Module 1			Complete Course		
Training Manual	Explorer 8	In Focus	INF818	978 1 921342 51 6	\$30.00
Training Manual	Explorer 7	In Focus	INF475	1 74007 369 X	\$30.00
Training Manual	Explorer 6	Master	WPP450	1 74007 388 6	\$41.60
Microsoft SharePoint Module 1			Complete Course		
Training Manual	S/Point 2010	In Focus	INF1090	978 1 921939 27 3	\$47.90
Adobe Dreamweaver			Complete Course		
Training Manual	Version CS5	In Focus	INF532	978 1 921721 03 8	\$33.80
Training Manual	Version CS4	In Focus	INF395	978 1 921340 23 9	\$33.80
Training Manual	Version CS3	In Focus	INF392	978 1 921342 19 6	\$33.80
Adobe Fireworks			Complete Course		
Training Manual	Version CS5	In Focus	INF537	978 1 921721 13 7	\$34.90
Training Manual	Version CS4	In Focus	INF399	978 1 921721 34 2	\$34.90
Adobe Flash			Complete Course		
Training Manual	Version CS5	In Focus	INF535	978 1 921721 06 9	\$34.90
Training Manual	Version CS4	In Focus	INF396	978 1 921340 52 9	\$34.90
HTML Module 1			Complete Course		
Training Manual	XHTML 1.0	In Focus	INF492	978 1 921342 21 9	\$30.00
Training Manual	Version 4.0	In Focus	INF490	1 74007 955 8	\$30.00
Training Manual	Version 4.0	Master	WPP569	1 74007 956 6	\$41.50
BSBEBUS506A Plan & Develop A Business Website					
Learning Guide	D/wvr MX	In Focus	INF236	1 74007 846 2	\$28.10
Study Guide	D/wvr MX	In Focus	INFSG236	1 74007 847 0	\$18.50
Learning/Study Guide Pack	D/wvr MX	In Focus	INFPK236	-	\$43.20

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- See the examples just as they are on the screen.

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Desktop Publishing

	Software	Format	Order Code	ISBN	RRP
Microsoft Publisher Module 1			Complete Course		
Training Manual	P/sher 2010	In Focus	INF1035	978 1 921721 61 8	\$33.80
Training Manual	P/sher 2007	In Focus	INF750	978 1 921340 80 2	\$33.80
Training Manual with challenge exercises	P/sher 2007	In Focus	INF800	978 1 921340 85 7	\$37.50
Training Manual	P/sher 2007	Master	WPP750	978 1 921721 28 1	\$43.20
Adobe Acrobat			Complete Course		
Training Manual	Version 9	In Focus	INF397	978 1 921341 15 1	\$30.00
Training Manual	Version 8	In Focus	INF364	978 1 74007 916 7	\$30.00
Training Manual	Version 7	Master	WPP571	1 74007 360 6	\$43.20
Training Manual	Version 7	In Focus	INF354	1 74007 980 9	\$30.00
BSBITU309A Produce Desktop Published Documents			(BSB07)		
Unit Workbook	P/sher 2010	In Focus	INF864	978 1 921721 91 5	\$39.90
Unit Workbook SERIES 3	P/sher 2007	In Focus	INF694	978 1 921721 14 4	\$39.90
Learning Guide	P/sher 2007	In Focus	INF646	978 1 921341 25 0	\$39.90
Teacher Resource CD	P/sher 2007	-	INF646CD	-	\$45.00
Learning Guide	P/sher 2007	Master	WPP646	978 1 921342 40 0	\$41.50

What are teacher resources CDs?
Our teacher resources are in a league of their own and are a must have for any teacher or trainer. The CDs are packed full of time-saving material making your job a whole lot easier, whilst at the same time getting the best results from your students.

	Software	Format	Order Code	ISBN	RRP
Microsoft Visio Module 1			Complete Course		
Training Manual	Visio 2010	In Focus	INF1038	978 1 921721 76 2	\$33.80
Training Manual	Visio 2007	In Focus	INF755	978 1 921340 90 1	\$33.80
Training Manual with challenge exercises	Visio 2007	In Focus	INF805	978 1 921340 95 6	\$37.50
Adobe InDesign			Complete Course		
Training Manual	Version CS5	In Focus	INF533	978 1 921721 04 5	\$33.70
Training Manual	Version CS4	In Focus	INF394	978 1 921340 22 2	\$33.70
Adobe Photoshop Elements			Complete Course		
Training Manual	Version 7	In Focus	INF398	978 1 921721 21 2	\$35.10
Adobe Photoshop			Complete Course		
Training Manual	Version CS5	In Focus	INF531	978 1 921721 02 1	\$33.80
Training Manual	Version CS4	In Focus	INF393	978 1 921340 20 8	\$33.80
Adobe Illustrator			Complete Course		
Training Manual	Version CS5	In Focus	INF534	978 1 921721 05 2	\$34.90
Training Manual	Version CS4	In Focus	INF389	978 1 921721 64 9	\$34.90

Email & Scheduling

What is a licence?
A licence entitles you to reproduce one particular title as many times as you like, so is the ideal solution for those who do a lot of training in the same product. Most titles can be licensed annually with the only restriction being that the reproduced courseware cannot be sold outside of a recognised training program.

	Software	Format	Order Code	ISBN	RRP
Google Mail Level 1					
Training Manual	Google Mail	In Focus	INF810	978 1 921342 16 5	\$18.80
Microsoft Outlook Module 1			Complete Course (2 Day)		
Training Manual	Outlook 2007	In Focus	INF725	978 1 921340 53 6	\$33.80
Training Manual	Outlook 2003	Master	WPP528	1 74007 747 4	\$43.20
Training Manual	Outlook 2003	In Focus	INF420	1 74007 640 0	\$30.00
Microsoft Outlook Level 1			Introductory (1 Day)		
Training Manual	Outlook 2010	In Focus	INF1025	978 1 921721 55 7	\$24.50
Training Manual	Outlook 2007	In Focus	INF726	978 1 921340 54 3	\$24.50
Microsoft Outlook Level 2			Intermediate/Advanced (1 Day)		
Training Manual	Outlook 2010	In Focus	INF1026	978 1 921721 52 6	\$24.50
Training Manual	Outlook 2007	In Focus	INF727	978 1 921340 55 0	\$24.50
Microsoft Outlook All In A Book			Complete Course		
Training Manual	Outlook 2003	In Focus	INF465	1 74007 824 1	\$33.20

	Software	Format	Order Code	ISBN	RRP
Upgrading to Microsoft Office			Complete Course (1 Day)		
Training Manual - Upgrading	Office 2010	In Focus	INF1000	978 1 921721 71 7	\$43.50
Training Manual - Core Changes	Office 2010	In Focus	INF1002	978 1 921721 72 4	\$28.50
Training Manual - The Applications	Office 2010	In Focus	INF1004	978 1 921721 73 1	\$35.00
Training Manual - Essentials	Office 2010	In Focus	INF1006	978 1 921721 74 8	\$35.00
Training Manual – Including Outlook	Office 2007	In Focus	INF705	978 1 921340 01 7	\$35.50
Training Manual	Office 2007	In Focus	INF700	978 1 921 340 000	\$30.00
Microsoft Windows Module 1			Introductory (1-2 Day)		
Training Manual	W/dows XP	In Focus	INF130	1 74007 389 4	\$30.00
Training Manual	W/dows XP	Master	WPP469	1 74007 393 2	\$43.20
Microsoft Windows Vista Module 1			Introductory (1-2 Day)		
Training Manual	Vista	In Focus	INF766	978 1 921340 76 5	\$33.80
Microsoft Windows 7 Module 1			Introductory (1-2 Day)		
Training Manual	W/dows 7	In Focus	INF760	978 1 921721 32 8	\$33.80
Introduction To Personal Computers			Introductory (1-2 Day)		
Training Manual	Office 10 & W/dows 7	In Focus	INF1080	978 1 921939 07 5	\$33.00
Training Manual	Office 07 & W/ Vista	In Focus	INF708	978 1 921340 78 9	\$29.10
Training Manual	Office 07 & W/ Vista	Master	WPP615	978 1 921342 12 7	\$43.60
Training Manual	Office 07 & W/XP	In Focus	INF707	978 1 921341 12 0	\$32.80
Training Manual	Office 07 & W/ XP	Master	WPP610	978 1 921342 11 0	\$43.60
Managing Your Personal Computer			Complete Course (1 Day)		
Training Manual	Office 2003	Master	WPP536	1 74007 792 X	\$41.50
Training Manual	Office XP	Master	WPP490	1 74007 449 1	\$41.50
BSBITU101A Operate A Personal Computer			(BSB07)		
Learning Guide	Windows 7	In Focus	INF648	978 1 921721 30 4	\$34.30
Learning Guide	Vista	In Focus	INF643	978 1 921342 00 4	\$27.75
Teacher Resource CD	Vista	-	INF643CD	-	\$45.00
Learning Guide	W/dows XP	In Focus	INF250	978 1 921341 37 3	\$34.00
Teacher Resource CD	W/dows XP	-	INF250CD	-	\$45.00
BSBWOR204A Use Business Technology			(BSB07)		
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