



Impact Training Institute
Computer Training – Microsoft Office
4 Day Course
Normally \$800 Now \$490 JSA \$290

Develop essential skills in Microsoft office, Word, Excel, PowerPoint, Outlook and the internet in order to work within a professional business environment.

ICA20105 CERTIFICATE II IN INFORMATION TECHNOLOGY – Statement of Attainment in

ICAD2012B – Design organisational documents using computer packages

This unit defines the competency required to produce organisational documents using application software within organisational guidelines, procedures and policies.

ICAU2006B – Operate computing packages

This unit defines the competency required to identify, select and correctly operate three desktop applications for a range of purposes.

ICAU1128B – Operate a personal computer

This unit defines the competency required to operate a personal computer, including starting the PC, logging in, using and understanding desktop icons and their links to underlying programs, navigating a directory structure, saving work, printing, closing down the PC.

ICAU2231B – Use computer operating system

This unit defines the competency required to configure, use and optimise a computer operating system.