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Catherine Bragagnolo – Box Hill Institute

RRP \$5,900 (AUD)
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Titles included...

Microsoft Office 2013 Upgrading

INF1300 Microsoft Office 2013 - Upgrading

Microsoft Access 2013

- INF1330 Microsoft Access 2013 - Level 1
- INF1331 Microsoft Access 2013 - Level 2
- INF1332 Microsoft Access 2013 - Level 3
- INF1333 Microsoft Access 2013 - Module 1
- INF1334 Microsoft Access 2013 - Module 2
- INF1394 Microsoft Access 2013 - Level 1 (with Challenge Exercises)
- INF1395 Microsoft Access 2013 - Level 2 (with Challenge Exercises)
- INF1396 Microsoft Access 2013 - Level 3 (with Challenge Exercises)
- INF1397 Microsoft Access 2013 - Module 1 (with Challenge Exercises)
- INF1398 Microsoft Access 2013 - Module 2 (with Challenge Exercises)

Microsoft Excel 2013

- INF1315 Microsoft Excel 2013 - Level 1
- INF1316 Microsoft Excel 2013 - Level 2
- INF1317 Microsoft Excel 2013 - Level 3
- INF1318 Microsoft Excel 2013 - Module 1
- INF1319 Microsoft Excel 2013 - Module 2
- INF1355 Microsoft Excel 2013 - Level 1 (with Challenge Exercises)
- INF1356 Microsoft Excel 2013 - Level 2 (with Challenge Exercises)
- INF1357 Microsoft Excel 2013 - Level 3 (with Challenge Exercises)
- INF1385 Microsoft Excel 2013 - Module 1 (with Challenge Exercises)
- INF1386 Microsoft Excel 2013 - Module 2 (with Challenge Exercises)

Microsoft Outlook 2013

- INF1325 Microsoft Outlook 2013 - Level 1
- INF1326 Microsoft Outlook 2013 - Level 2

Extensive Training Resources

All licence titles shown here include:

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- ✓ Student exercise files
- ✓ A comprehensive course outline
- ✓ Pre- and post-course questionnaires for both teachers and students
- ✓ A Quick Reference booklet summarising steps from all of the exercises in the course manual
- ✓ A Handy Tips booklet containing all of the hints from the course manual
- ✓ Comprehensive test banks including multiple choice, true-false, and written response questions

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¹ Levels are designed around an 8 hour training program

² Modules and standalone manuals are designed around a 16 hour training program



Microsoft PowerPoint 2013

- INF1320 *Microsoft PowerPoint 2013 - Level 1*
- INF1321 *Microsoft PowerPoint 2013 - Level 2*
- INF1361 *Microsoft PowerPoint 2013 - Level 1 (with Challenge Exercises)*
- INF1362 *Microsoft PowerPoint 2013 - Level 2 (with Challenge Exercises)*

Microsoft Project 2013

- INF1364 *Microsoft Project 2013 - Level 1*
- INF1365 *Microsoft Project 2013 - Level 2*
- INF1366 *Microsoft Project 2013 - Level 3*
- INF1370 *Microsoft Project 2013 - Module 1*
- INF1371 *Microsoft Project 2013 - Module 2*

Microsoft Publisher 2013

- INF1335 *Microsoft Publisher 2013*

Microsoft Visio 2013

- INF1338 *Microsoft Visio 2013*
- INF1339 *Microsoft Visio 2013 (with Challenge Exercises)*

Microsoft Word 2013

- INF1310 *Microsoft Word 2013 - Level 1*
- INF1311 *Microsoft Word 2013 - Level 2*
- INF1312 *Microsoft Word 2013 - Level 3*
- INF1313 *Microsoft Word 2013 - Module 1*
- INF1314 *Microsoft Word 2013 - Module 2*
- INF1350 *Microsoft Word 2013 - Level 1 (with Challenge Exercises)*
- INF1351 *Microsoft Word 2013 - Level 2 (with Challenge Exercises)*
- INF1352 *Microsoft Word 2013 - Level 3 (with Challenge Exercises)*
- INF1387 *Microsoft Word 2013 - Module 1 (with Challenge Exercises)*
- INF1388 *Microsoft Word 2013 - Module 2 (with Challenge Exercises)*

