

The *ICT - Office 2016 licence bundle* provides you with unlimited reproduction rights to every courseware title we currently have and will develop into the future for ICT - Office 2016. At present that's 13 titles and 128 chapters of leading edge, high quality, out-of-the-box training and learning resources.

Your learners and trainers will love them...

All of the titles in the ICT - Office 2016 licence bundle use our unique *InFocus* format:

- Single topic per page
- Colour coded for ease of use
- Step by step guided instructions
- Helpful hints and short cuts.

They're excellent as self-paced study guides and brilliant in instructor-led environments making the trainer's life an absolute breeze.

Out-of-the box resources – no more to do...

The ICT - Office 2016 licence bundle features multiple title variations allowing you to offer short run training, longer-term training, and even syllabus-specific training with titles mapped to national qualifications, without having to do any courseware customisations yourself. You're ready to go as soon as your downloads are done.

Ultimate customisation – make your courseware unique...

But if you do want to tinker with the courseware the ICT - Office 2016 licence bundle also provides you with unlimited access to our online branding tool; access to *EngineRoom*, our courseware customisation tool; and access to *Ebook Builder*, our online tool for building your own branded ebooks, saving our planet's trees and saving you huge money by reducing your printing costs. And, all courseware content has been developed and is supplied in Microsoft Word format. Too easy...

Great value that enhances your reputation...

We've been developing our courseware now for more than 20 years. The real value of courseware lies in what it brings to your organisation, and in the way it enhances your reputation in the eyes of your employees, your customers and your clients.

Watsonia Publishing courseware... none better!

"The manuals are presented as a single topic per page; provide guided exercises with plenty of screen shots that are easy to follow and the Challenge Exercises at the end of each chapter are a great revision... As a Trainer, I've never been so well supported. It's no surprise at all that Watsonia Publishing's manuals are the ONLY training manuals I use and recommend to all my clients."

Peter Harvest – Harvest Consulting

"We use Watsonia Publishing manuals in our short courses because they are clear, concise and easy to follow..."

Laurene Thompson – Continuing Education Bendigo

"Used regularly in the classroom, their training manuals are presented in an easy to follow style and our current cohort of Gen Y students comment that the graphic images make learning much clearer than other textbook style resources."

Catherine Bragagnolo – Box Hill Institute

RRP \$3,900 (AUD)
inc GST

This information sheet was produced on Monday, 10 September 2018 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of this licence and its pricing without notice.

Titles included...

- INF1760 Operate a Personal Computer - Microsoft Windows 10
- INF1761 Operate Word Processing Applications - Microsoft Word 2016
- INF1762 Use, Communicate and Search Securely on the Internet - Microsoft Edge and Outlook 2016
- INF1763 Use Digital Devices
- INF1764 Operate Spreadsheet Applications - Microsoft Excel 2016
- INF1765 Operate Presentation Packages - Microsoft PowerPoint 2016
- INF1766 Use Personal Productivity Tools - Microsoft Outlook 2016
- INF1767 Use Digital Literacy Skills to Access the Internet - Microsoft Edge
- INF1768 Use Computer Operating Systems and Hardware - Microsoft Windows 10
- INF1769 Work and Communicate Effectively in an ICT Environment
- INF1770 Operate Application Software Packages - Word, Excel and PowerPoint 2016
- INF1771 Operate a Digital Media Technology Package - Microsoft Word and PowerPoint 2016
- INF1772 Operate Database Applications - Microsoft Access 2016

Extensive Training Resources

All licence titles shown here include:

- ✓ Manual files in both PDF and Microsoft Word formats
- ✓ 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

Unlimited Reproduction Rights

You can print as many titles as you need for as long as you like, provided they are used in accordance with the terms of the Courseware Licence Agreement found on our website.

Lifetime New Titles Guarantee

Remember too that you receive a lifetime ICT - Office 2016 new titles and resources guarantee. We're constantly developing new titles and coming up with great and innovative ideas. All new titles or resources we develop for this subject will be made available to you even after your purchase is made.

Exclusive Plus-Previous Offer

Caught between versions of Information Technology? Never fear, our Plus-Previous offer will save you. Purchase the ICT - Office 2016 licence bundle and we'll make our ICT - Office 2013 licence bundle available for 75% off its regular price. That's outstanding value.

¹ Levels are designed around an 8 hour training program

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

