

The *BSB07 - Office 2013 licence bundle* provides you with unlimited reproduction rights to every courseware title we currently have and will develop into the future for BSB07 - Office 2013. At present that's 15 titles and 185 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 BSB07 - Office 2013 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 BSB07 - Office 2013 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 BSB07 - Office 2013 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 Friday, 28 August 2015 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...

- INF930 *Produce Simple Word Processed Documents - Microsoft Word 2013*
- INF931 *Design And Produce Text Documents - Microsoft Word 2013*
- INF932 *Design And Produce Business Documents - Microsoft Word and Excel 2013*
- INF933 *Produce Desktop Published Documents - Microsoft Word 2013*
- INF934 *Design And Develop Complex Text Documents - Microsoft Word 2013*
- INF935 *Manage Business Document Design And Development - Microsoft Word 2013*
- INF936 *Create And Use Spreadsheets - Microsoft Excel 2013*
- INF937 *Produce Spreadsheets - Microsoft Excel 2013*
- INF938 *Develop And Use Complex Spreadsheets - Microsoft Excel 2013*
- INF939 *Create And Use Databases - Microsoft Access 2013*
- INF940 *Design Databases - Microsoft Access 2013*
- INF941 *Create Electronic Presentations - Microsoft PowerPoint 2013*
- INF942 *Produce Desktop Published Documents - Microsoft Publisher 2013*
- INF943 *Produce Complex Desktop Published Documents - Microsoft Word 2013*
- INF944 *Operate A Personal Computer - Microsoft Windows 8.1*

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 BSB07 - Office 2013 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.

¹ Levels are designed around an 8 hour training program

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

