



# Watsonia Publishing Price List

February 2019

IT training courseware for instructor led training, classroom teaching and individual self-paced or distance learning

Microsoft Office – Office 365 now available!

Adobe Creative Cloud

MYOB AccountRight 19

National Training Package Resources



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# About Us

## Our company

Watsonia Publishing have been producing and supplying quality courseware for educational and training organisations since 1993. In this time we have gained a reputation 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.

## Our philosophy

Our business philosophy is simple and straight to the point: we want to offer you the best quality training courseware you will find anywhere. We therefore aim to continually:

- Produce high quality, technically accurate, easy to use 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

It's all about the content. Watsonia Publishing's training manuals stand out from the rest because they are different. Our fresh approach to layout and style makes our courseware easy to read and understand. Case studies used in our courseware 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 custom courseware can be created literally within minutes.

Unlike most other publishers and courseware suppliers, all of our content is written internally by Watsonia Publishing's own dedicated writing team who are all experienced trainers, each with an in-depth knowledge of what the trainer and learner both need.

# Manuals

## Microsoft Office 365 (2017)

### Microsoft Office 365 (2017)

| Order Code | Title  | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF1720    | Microsoft Office 365 -<br>For Business - Level 1 | 978-1-925526-13-4 | \$25.50 |
| INF1721    | Microsoft Office 365 -<br>For Business - Level 2 | 978-1-925526-15-8 | \$25.50 |

### Microsoft Skype for Business (2017)

| Order Code | Title                           | ISBN              | RRP     |
|------------|---------------------------------|-------------------|---------|
| INF1725    | Microsoft Skype For<br>Business | 978-1-925526-10-3 | \$20.50 |

### Microsoft Teams (2017)

| Order Code | Title           | ISBN              | RRP     |
|------------|-----------------|-------------------|---------|
| INF1726    | Microsoft Teams | 978-1-925526-11-0 | \$20.50 |

### Microsoft Yammer (2017)

| Order Code | Title            | ISBN              | RRP     |
|------------|------------------|-------------------|---------|
| INF1727    | Microsoft Yammer | 978-1-925526-12-7 | \$20.50 |

### Microsoft SharePoint Online (2017)

| Order Code | Title                                    | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF1730    | Microsoft SharePoint<br>Online - Level 1 | 978-1-925526-44-8 | \$25.50 |
| INF1731    | Microsoft SharePoint<br>Online - Level 2 | 978-1-925526-45-5 | \$25.50 |

## Microsoft Office 365 (2014)

### Microsoft Office 365 (2014)

| Order Code | Title                               | ISBN              | RRP     |
|------------|-------------------------------------|-------------------|---------|
| INF1420    | Microsoft Office 365 - For Business | 978-1-925121-33-9 | \$34.80 |
| INF1421    | Microsoft Office Online             | 978-1-925121-34-6 | \$25.50 |

### Microsoft Lync 2013

| Order Code | Title                 | ISBN              | RRP     |
|------------|-----------------------|-------------------|---------|
| INF1422    | Microsoft Lync Online | 978-1-925121-35-3 | \$25.50 |

### Microsoft SharePoint 2013

| Order Code | Title   | ISBN              | RRP     |
|------------|---|-------------------|---------|
| INF1430    | Microsoft SharePoint 2013 - For SharePoint Readers                            | 978-1-925121-32-2 | \$25.50 |
| INF1431    | Microsoft SharePoint 2013 - For SharePoint Readers And Authors                | 978-1-925121-36-0 | \$37.20 |
| INF1432    | Microsoft SharePoint 2013 - For SharePoint Readers, Authors and Site Managers | 978-1-925121-31-5 | \$48.90 |

## Microsoft Office 2016

### Microsoft Office 2016 Upgrading

| Order Code | Title                              | ISBN              | RRP     |
|------------|------------------------------------|-------------------|---------|
| INF1600    | Microsoft Office 2016 - Upgrading  | 978-1-925526-14-1 | \$35.50 |
| INF1608    | Microsoft Office 2016 - Essentials | 978-1-925349-11-5 | \$25.50 |

### Microsoft Access 2016

| Order Code | Title  | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF1630    | Microsoft Access 2016 - Level 1                            | 978-1-925349-34-4 | \$25.50 |
| INF1631    | Microsoft Access 2016 - Level 2                            | 978-1-925349-35-1 | \$25.50 |
| INF1632    | Microsoft Access 2016 - Level 3                            | 978-1-925526-00-4 | \$25.50 |
| INF1694    | Microsoft Access 2016 - Level 1 (with Challenge Exercises) | 978-1-925526-01-1 | \$29.50 |
| INF1695    | Microsoft Access 2016 - Level 2 (with Challenge Exercises) | 978-1-925526-02-8 | \$29.50 |
| INF1696    | Microsoft Access 2016 - Level 3 (with Challenge Exercises) | 978-1-925526-03-5 | \$29.50 |

### Microsoft Excel 2016

| Order Code | Title                          | ISBN              | RRP     |
|------------|--------------------------------|-------------------|---------|
| INF1615    | Microsoft Excel 2016 - Level 1 | 978-1-925349-06-1 | \$25.50 |
| INF1616    | Microsoft Excel 2016 - Level 2 | 978-1-925349-07-8 | \$25.50 |
| INF1617    | Microsoft Excel 2016 - Level 3 | 978-1-925349-08-5 | \$25.50 |

|         |   |                   |         |
|---------|---|-------------------|---------|
| INF1646 | Microsoft Excel 2016 - Functions                          | 978-1-925349-09-2 | \$20.50 |
| INF1647 | Microsoft Excel 2016 - Data Analysis Add-Ins              | 978-1-925349-10-8 | \$20.50 |
| INF1655 | Microsoft Excel 2016 - Level 1 (with Challenge Exercises) | 978-1-925349-12-2 | \$29.50 |
| INF1656 | Microsoft Excel 2016 - Level 2 (with Challenge Exercises) | 978-1-925349-13-9 | \$29.50 |
| INF1657 | Microsoft Excel 2016 - Level 3 (with Challenge Exercises) | 978-1-925349-14-6 | \$29.50 |

### Microsoft Excel 2016 VBA

| Order Code | Title   | ISBN              | RRP     |
|------------|---|-------------------|---------|
| INF1667    | Programming in VBA - Using Microsoft Excel 2016 | 978-1-925526-08-0 | \$35.50 |

### Microsoft OneNote 2016

| Order Code | Title                  | ISBN              | RRP     |
|------------|------------------------|-------------------|---------|
| INF1644    | Microsoft OneNote 2016 | 978-1-925526-04-2 | \$25.50 |

### Microsoft Outlook 2016

| Order Code | Title                            | ISBN              | RRP     |
|------------|----------------------------------|-------------------|---------|
| INF1625    | Microsoft Outlook 2016 - Level 1 | 978-1-925349-26-9 | \$25.50 |
| INF1626    | Microsoft Outlook 2016 - Level 2 | 978-1-925349-27-6 | \$25.50 |

### Microsoft PowerPoint 2016

| Order Code | Title                               | ISBN              | RRP     |
|------------|-------------------------------------|-------------------|---------|
| INF1620    | Microsoft PowerPoint 2016 - Level 1 | 978-1-925349-21-4 | \$25.50 |

|         |  |                   |         |
|---------|--|-------------------|---------|
| INF1621 | Microsoft PowerPoint 2016 - Level 2                            | 978-1-925349-22-1 | \$25.50 |
| INF1661 | Microsoft PowerPoint 2016 - Level 1 (with Challenge Exercises) | 978-1-925349-23-8 | \$29.50 |
| INF1662 | Microsoft PowerPoint 2016 - Level 2 (with Challenge Exercises) | 978-1-925349-24-5 | \$29.50 |

### Microsoft Project 2016

| Order Code | Title                            | ISBN              | RRP     |
|------------|----------------------------------|-------------------|---------|
| INF1664    | Microsoft Project 2016 - Level 1 | 978-1-925349-29-0 | \$39.50 |
| INF1665    | Microsoft Project 2016 - Level 2 | 978-1-925349-30-6 | \$39.50 |
| INF1666    | Microsoft Project 2016 - Level 3 | 978-1-925349-31-3 | \$39.50 |

### Microsoft Publisher 2016

| Order Code | Title   | ISBN              | RRP     |
|------------|---|-------------------|---------|
| INF1635    | Microsoft Publisher 2016                            | 978-1-925349-32-0 | \$25.50 |
| INF1636    | Microsoft Publisher 2016 (with Challenge Exercises) | 978-1-925349-33-7 | \$29.50 |

### Microsoft Visio 2016

| Order Code | Title   | ISBN              | RRP     |
|------------|---|-------------------|---------|
| INF1638    | Microsoft Visio 2016                            | 978-1-925526-05-9 | \$25.50 |
| INF1639    | Microsoft Visio 2016 (with Challenge Exercises) | 978-1-925526-06-6 | \$29.50 |

### Microsoft Word 2016

| Order Code | Title                         | ISBN              | RRP     |
|------------|-------------------------------|-------------------|---------|
| INF1610    | Microsoft Word 2016 - Level 1 | 978-1-925349-15-3 | \$25.50 |



|         |  |                   |         |
|---------|--|-------------------|---------|
| INF1611 | Microsoft Word 2016 -<br>Level 2                               | 978-1-925349-16-0 | \$25.50 |
| INF1612 | Microsoft Word 2016 -<br>Level 3                               | 978-1-925349-17-7 | \$25.50 |
| INF1650 | Microsoft Word 2016 -<br>Level 1 (with Challenge<br>Exercises) | 978-1-925349-18-4 | \$29.50 |
| INF1651 | Microsoft Word 2016 -<br>Level 2 (with Challenge<br>Exercises) | 978-1-925349-19-1 | \$29.50 |
| INF1652 | Microsoft Word 2016 -<br>Level 3 (with Challenge<br>Exercises) | 978-1-925349-20-7 | \$29.50 |

#### Microsoft Word 2016 VBA

| Order Code | Title  | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF1668    | Programming in VBA -<br>Using Microsoft Word<br>2016 | 978-1-925526-07-3 | \$35.50 |

## Microsoft Office 2013

### Microsoft Office 2013 Upgrading

| Order Code | Title                              | ISBN              | RRP     |
|------------|------------------------------------|-------------------|---------|
| INF1300    | Microsoft Office 2013 - Upgrading  | 978-1-921939-77-8 | \$38.50 |
| INF1308    | Microsoft Office 2013 - Essentials | 978-1-925349-11-5 | \$25.50 |

### Microsoft Access 2013

| Order Code | Title   | ISBN              | RRP     |
|------------|---|-------------------|---------|
| INF1330    | Microsoft Access 2013 - Level 1                             | 978-1-921939-62-4 | \$25.50 |
| INF1331    | Microsoft Access 2013 - Level 2                             | 978-1-921939-63-1 | \$25.50 |
| INF1332    | Microsoft Access 2013 - Level 3                             | 978-1-921939-64-8 | \$25.50 |
| INF1333    | Microsoft Access 2013 - Module 1                            | 978-1-921939-91-4 | \$35.50 |
| INF1334    | Microsoft Access 2013 - Module 2                            | 978-1-921939-92-1 | \$35.50 |
| INF1394    | Microsoft Access 2013 - Level 1 (with Challenge Exercises)  | 978-1-921939-87-7 | \$29.50 |
| INF1395    | Microsoft Access 2013 - Level 2 (with Challenge Exercises)  | 978-1-921939-88-4 | \$29.50 |
| INF1396    | Microsoft Access 2013 - Level 3 (with Challenge Exercises)  | 978-1-921939-89-1 | \$29.50 |
| INF1397    | Microsoft Access 2013 - Module 1 (with Challenge Exercises) | 978-1-921939-93-8 | \$39.50 |
| INF1398    | Microsoft Access 2013 - Module 2 (with Challenge Exercises) | 978-1-921939-94-5 | \$39.50 |

## Microsoft Excel 2013

| Order Code | Title  | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF1315    | Microsoft Excel 2013 - Level 1                             | 978-1-921939-57-0 | \$25.50 |
| INF1316    | Microsoft Excel 2013 - Level 2                             | 978-1-921939-58-7 | \$25.50 |
| INF1317    | Microsoft Excel 2013 - Level 3                             | 978-1-921939-59-4 | \$25.50 |
| INF1318    | Microsoft Excel 2013 - Module 1                            | 978-1-921939-95-2 | \$35.50 |
| INF1319    | Microsoft Excel 2013 - Module 2                            | 978-1-921939-96-9 | \$35.50 |
| INF1355    | Microsoft Excel 2013 - Level 1 (with Challenge Exercises)  | 978-1-921939-68-6 | \$29.50 |
| INF1356    | Microsoft Excel 2013 - Level 2 (with Challenge Exercises)  | 978-1-921939-69-3 | \$29.50 |
| INF1357    | Microsoft Excel 2013 - Level 3 (with Challenge Exercises)  | 978-1-921939-70-9 | \$29.50 |
| INF1385    | Microsoft Excel 2013 - Module 1 (with Challenge Exercises) | 978-1-925121-23-0 | \$39.50 |
| INF1386    | Microsoft Excel 2013 - Module 2 (with Challenge Exercises) | 978-1-925121-24-7 | \$39.50 |

## Microsoft Excel 2013 VBA

| Order Code | Title   | ISBN              | RRP     |
|------------|---|-------------------|---------|
| INF1367    | Programming in VBA - Using Microsoft Excel 2013 | 978-1-925121-14-8 | \$35.50 |

## Microsoft OneNote 2013

| Order Code | Title                  | ISBN              | RRP     |
|------------|------------------------|-------------------|---------|
| INF1344    | Microsoft OneNote 2013 | 978-1-921939-90-7 | \$35.50 |

## Microsoft Outlook 2013

| Order Code | Title                            | ISBN              | RRP     |
|------------|----------------------------------|-------------------|---------|
| INF1325    | Microsoft Outlook 2013 - Level 1 | 978-1-921939-73-0 | \$25.50 |
| INF1326    | Microsoft Outlook 2013 - Level 2 | 978-1-921939-74-7 | \$25.50 |

## Microsoft PowerPoint 2013

| Order Code | Title  | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF1320    | Microsoft PowerPoint 2013 - Level 1                            | 978-1-921939-60-0 | \$25.50 |
| INF1321    | Microsoft PowerPoint 2013 - Level 2                            | 978-1-921939-61-7 | \$25.50 |
| INF1361    | Microsoft PowerPoint 2013 - Level 1 (with Challenge Exercises) | 978-1-921939-71-6 | \$29.50 |
| INF1362    | Microsoft PowerPoint 2013 - Level 2 (with Challenge Exercises) | 978-1-921939-72-3 | \$29.50 |

## Microsoft Project 2013

| Order Code | Title                             | ISBN              | RRP     |
|------------|-----------------------------------|-------------------|---------|
| INF1364    | Microsoft Project 2013 - Level 1  | 978-1-921939-82-2 | \$38.90 |
| INF1365    | Microsoft Project 2013 - Level 2  | 978-1-921939-83-9 | \$38.90 |
| INF1366    | Microsoft Project 2013 - Level 3  | 978-1-921939-84-6 | \$38.90 |
| INF1370    | Microsoft Project 2013 - Module 1 | 978-1-921939-85-3 | \$48.90 |

|         |                                      |                   |         |
|---------|--------------------------------------|-------------------|---------|
| INF1371 | Microsoft Project 2013 -<br>Module 2 | 978-1-921939-86-0 | \$48.90 |
|---------|--------------------------------------|-------------------|---------|

### Microsoft Publisher 2013

| Order Code | Title   | ISBN              | RRP     |
|------------|---|-------------------|---------|
| INF1335    | Microsoft Publisher<br>2013                               | 978-1-925121-21-6 | \$35.50 |
| INF1336    | Microsoft Publisher<br>2013 (with Challenge<br>Exercises) | 978-1-925179-70-5 | \$39.50 |

### Microsoft Visio 2013

| Order Code | Title   | ISBN              | RRP     |
|------------|---|-------------------|---------|
| INF1338    | Microsoft Visio 2013                                  | 978-1-921939-79-2 | \$35.50 |
| INF1339    | Microsoft Visio 2013<br>(with Challenge<br>Exercises) | 978-1-921939-80-8 | \$39.50 |

### Microsoft Word 2013

| Order Code | Title  | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF1310    | Microsoft Word 2013 -<br>Level 1                               | 978-1-921939-53-2 | \$25.50 |
| INF1311    | Microsoft Word 2013 -<br>Level 2                               | 978-1-921939-55-6 | \$25.50 |
| INF1312    | Microsoft Word 2013 -<br>Level 3                               | 978-1-921939-56-3 | \$25.50 |
| INF1313    | Microsoft Word 2013 -<br>Module 1                              | 978-1-921939-97-6 | \$35.50 |
| INF1314    | Microsoft Word 2013 -<br>Module 2                              | 978-1-921939-98-3 | \$35.50 |
| INF1350    | Microsoft Word 2013 -<br>Level 1 (with Challenge<br>Exercises) | 978-1-921939-65-5 | \$29.50 |
| INF1351    | Microsoft Word 2013 -<br>Level 2 (with Challenge<br>Exercises) | 978-1-921939-66-2 | \$29.50 |

|         |   |                   |         |
|---------|---|-------------------|---------|
| INF1352 | Microsoft Word 2013 -<br>Level 3 (with Challenge<br>Exercises)  | 978-1-921939-67-9 | \$29.50 |
| INF1387 | Microsoft Word 2013 -<br>Module 1 (with<br>Challenge Exercises) | 978-1-925121-19-3 | \$39.50 |
| INF1388 | Microsoft Word 2013 -<br>Module 2 (with<br>Challenge Exercises) | 978-1-921939-98-3 | \$39.50 |

### Microsoft Word 2013 VBA

| Order Code | Title  | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF1368    | Programming In VBA -<br>Using Microsoft Word<br>2013 | 978-1-925121-15-5 | \$35.50 |

## Microsoft Office 2010

### Microsoft Office 2010 Upgrading

| Order Code | Title   | ISBN              | RRP     |
|------------|---|-------------------|---------|
| INF1000    | Microsoft Office 2010 - Upgrading                     | 978-1-921721-71-7 | \$43.50 |
| INF1002    | Upgrading to Microsoft Office 2010 - Core Changes     | 978-1-921721-72-4 | \$28.50 |
| INF1004    | Upgrading to Microsoft Office 2010 - The Applications | 978-1-921721-73-1 | \$35.00 |
| INF1006    | Upgrading to Microsoft Office 2010 - Essentials       | 978-1-921721-74-8 | \$35.00 |
| INF1008    | Microsoft Office 2010 - Essentials                    | 978-1-921939-20-4 | \$28.50 |

### Microsoft Access 2010

| Order Code | Title                            | ISBN              | RRP     |
|------------|----------------------------------|-------------------|---------|
| INF1030    | Microsoft Access 2010 - Level 1  | 978-1-921721-58-8 | \$24.50 |
| INF1031    | Microsoft Access 2010 - Level 2  | 978-1-921721-59-5 | \$24.50 |
| INF1032    | Microsoft Access 2010 - Level 3  | 978-1-921721-60-1 | \$24.50 |
| INF1033    | Microsoft Access 2010 - Module 1 | 978-1-921939-28-0 | \$34.80 |
| INF1034    | Microsoft Access 2010 - Module 2 | 978-1-921939-29-7 | \$34.80 |

### Microsoft Excel 2010

| Order Code | Title                          | ISBN              | RRP     |
|------------|--------------------------------|-------------------|---------|
| INF1015    | Microsoft Excel 2010 - Level 1 | 978-1-921721-49-6 | \$24.50 |
| INF1016    | Microsoft Excel 2010 - Level 2 | 978-1-921721-50-2 | \$24.50 |

|         |  |                   |         |
|---------|--|-------------------|---------|
| INF1017 | Microsoft Excel 2010 - Level 3                             | 978-1-921721-51-9 | \$24.50 |
| INF1018 | Microsoft Excel 2010 - Module 1                            | 978-1-921939-18-1 | \$34.80 |
| INF1019 | Microsoft Excel 2010 - Module 2                            | 978-1-921939-19-8 | \$34.80 |
| INF1055 | Microsoft Excel 2010 - Level 1 (with Challenge Exercises)  | 978-1-921721-92-2 | \$28.10 |
| INF1056 | Microsoft Excel 2010 - Level 2 (with Challenge Exercises)  | 978-1-921721-93-9 | \$28.10 |
| INF1057 | Microsoft Excel 2010 - Level 3 (with Challenge Exercises)  | 978-1-921721-94-6 | \$28.10 |
| INF1087 | Microsoft Excel 2010 - Module 1 (with Challenge Exercises) | 978-1-921939-25-9 | \$38.50 |
| INF1088 | Microsoft Excel 2010 - Module 2 (with Challenge Exercises) | 978-1-921939-26-6 | \$38.50 |

#### Microsoft Excel 2010 VBA

| Order Code | Title   | ISBN              | RRP     |
|------------|---|-------------------|---------|
| INF1067    | Programming in VBA - Using Microsoft Excel 2010 | 978-1-921939-00-6 | \$33.80 |

#### Microsoft OneNote 2010

| Order Code | Title                  | ISBN              | RRP     |
|------------|------------------------|-------------------|---------|
| INF1140    | Microsoft OneNote 2010 | 978-1-921939-17-4 | \$34.80 |

#### Microsoft Outlook 2010

| Order Code | Title                            | ISBN              | RRP     |
|------------|----------------------------------|-------------------|---------|
| INF1025    | Microsoft Outlook 2010 - Level 1 | 978-1-921721-55-7 | \$24.50 |



|         |   |                   |         |
|---------|---|-------------------|---------|
| INF1026 | Microsoft Outlook 2010<br>- Level 2       | 978-1-921721-56-4 | \$24.50 |
| INF1027 | Microsoft Outlook 2010<br>- All In A Book | 978-1-921721-57-1 | \$47.50 |
| INF1028 | Microsoft Outlook 2010<br>- Module 1      | 978-1-921939-41-9 | \$34.80 |

### Microsoft PowerPoint 2010

| Order Code | Title   | ISBN              | RRP     |
|------------|---|-------------------|---------|
| INF1020    | Microsoft PowerPoint<br>2010 - Level 1                                | 978-1-921721-52-6 | \$24.50 |
| INF1021    | Microsoft PowerPoint<br>2010 - Level 2                                | 978-1-921721-53-3 | \$24.50 |
| INF1023    | Microsoft PowerPoint<br>2010 - Module 1                               | 978-1-921939-45-7 | \$34.80 |
| INF1061    | Microsoft PowerPoint<br>2010 - Level 1 (with<br>Challenge Exercises)  | 978-1-921721-98-4 | \$28.10 |
| INF1062    | Microsoft PowerPoint<br>2010 - Level 2 (with<br>Challenge Exercises)  | 978-1-921721-99-1 | \$28.10 |
| INF1063    | Microsoft PowerPoint<br>2010 - Module 1 (with<br>Challenge Exercises) | 978-1-921939-76-1 | \$38.50 |

### Microsoft Project 2010

| Order Code | Title                                | ISBN              | RRP     |
|------------|--------------------------------------|-------------------|---------|
| INF1064    | Microsoft Project 2010 -<br>Level 1  | 978-1-921342-07-3 | \$37.70 |
| INF1065    | Microsoft Project 2010 -<br>Level 2  | 978-1-921342-03-5 | \$37.70 |
| INF1066    | Microsoft Project 2010 -<br>Level 3  | 978-1-921340-20-8 | \$37.70 |
| INF1070    | Microsoft Project 2010 -<br>Module 1 | 978-1-921939-03-7 | \$47.90 |

|         |                                      |                   |         |
|---------|--------------------------------------|-------------------|---------|
| INF1071 | Microsoft Project 2010 -<br>Module 2 | 978-1-921939-04-4 | \$47.90 |
|---------|--------------------------------------|-------------------|---------|

#### Microsoft Publisher 2010

| Order Code | Title                                  | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF1035    | Microsoft Publisher<br>2010 - Module 1 | 978-1-921721-61-8 | \$33.80 |

#### Microsoft SharePoint 2010

| Order Code | Title                                   | ISBN              | RRP     |
|------------|---|-------------------|---------|
| INF1090    | Microsoft SharePoint<br>2010 - Module 1 | 978-1-921939-27-3 | \$47.90 |

#### Microsoft Visio 2010

| Order Code | Title  | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF1038    | Microsoft Visio 2010 -<br>Module 1                               | 978-1-921721-76-2 | \$33.80 |
| INF1039    | Microsoft Visio 2010 -<br>Module 1 (with<br>Challenge Exercises) | 978-1-921939-44-0 | \$38.50 |

#### Microsoft Word 2010

| Order Code | Title  | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF1010    | Microsoft Word 2010 -<br>Level 1                               | 978-1-921721-46-5 | \$24.50 |
| INF1011    | Microsoft Word 2010 -<br>Level 2                               | 978-1-921721-47-2 | \$24.50 |
| INF1012    | Microsoft Word 2010 -<br>Level 3                               | 978-1-921721-48-9 | \$24.50 |
| INF1013    | Microsoft Word 2010 -<br>Module 1                              | 978-1-921939-21-1 | \$34.80 |
| INF1014    | Microsoft Word 2010 -<br>Module 2                              | 978-1-921939-22-8 | \$34.80 |
| INF1050    | Microsoft Word 2010 -<br>Level 1 (with Challenge<br>Exercises) | 978-1-921721-09-0 | \$28.10 |

|         |   |                   |         |
|---------|---|-------------------|---------|
| INF1051 | Microsoft Word 2010 -<br>Level 2 (with Challenge<br>Exercises)  | 978-1-921721-10-6 | \$28.10 |
| INF1052 | Microsoft Word 2010 -<br>Level 3 (with Challenge<br>Exercises)  | 978-1-921721-11-3 | \$28.10 |
| INF1085 | Microsoft Word 2010 -<br>Module 1 (with<br>Challenge Exercises) | 978-1-921939-23-5 | \$38.50 |
| INF1086 | Microsoft Word 2010 -<br>Module 2 (with<br>Challenge Exercises) | 978-1-921939-24-2 | \$38.50 |

### Microsoft Word 2010 VBA

| Order Code | Title  | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF1068    | Programming in VBA -<br>Using Microsoft Word<br>2010 | 978-1-921939-01-3 | \$33.80 |

## Microsoft Windows

### Microsoft Windows 10

| Order Code | Title   | ISBN              | RRP     |
|------------|---|-------------------|---------|
| INF1440    | Microsoft Windows 10  | 978-1-925349-05-4 | \$35.50 |
| INF1680    | Introduction to Personal Computers - Using Windows 10 and Microsoft Office 2016 | 978-1-925349-25-2 | \$35.50 |

### Microsoft Windows 8

| Order Code | Title  | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF1280    | Microsoft Windows 8  | 978-1-921939-52-5 | \$39.50 |
| INF1281    | Microsoft Windows 8.1  | 978-1-925121-18-6 | \$39.50 |
| INF1380    | Introduction to Personal Computers - Using Windows 8.1 and Microsoft Office 2013 | 978-1-925121-22-3 | \$34.00 |

### Microsoft Windows 7

| Order Code | Title  | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF1080    | Introduction to Personal Computers - Using Windows 7 and Microsoft Office 2010 | 978-1-921939-07-5 | \$33.00 |
| INF760     | Microsoft Windows 7 - Module 1   | 978-1-921721-32-8 | \$33.80 |

### Microsoft Edge

| Order Code | Title          | ISBN              | RRP     |
|------------|----------------|-------------------|---------|
| INF1450    | Microsoft Edge | 978-1-925349-28-3 | \$25.50 |

## Adobe Creative Cloud (2018)

### Adobe Acrobat DC (2018)

| Order Code | Title                   | ISBN              | RRP     |
|------------|-------------------------|-------------------|---------|
| INF1788    | Adobe Acrobat DC (2018) | 978-1-925873-04-7 | \$25.50 |

### Adobe Dreamweaver CC (2018)

| Order Code | Title                          | ISBN              | RRP     |
|------------|--------------------------------|-------------------|---------|
| INF1782    | Adobe Dreamweaver CC - Level 1 | 978-1-925526-48-6 | \$25.50 |
| INF1783    | Adobe Dreamweaver CC - Level 2 | 978-1-925526-49-3 | \$25.50 |

### Adobe Illustrator CC (2018)

| Order Code | Title                          | ISBN              | RRP     |
|------------|--------------------------------|-------------------|---------|
| INF1786    | Adobe Illustrator CC - Level 1 | 978-1-925873-02-3 | \$25.50 |
| INF1787    | Adobe Illustrator CC - Level 2 | 978-1-925873-03-0 | \$25.50 |

### Adobe InDesign CC (2018)

| Order Code | Title                       | ISBN              | RRP     |
|------------|-----------------------------|-------------------|---------|
| INF1784    | Adobe InDesign CC - Level 1 | 978-1-925873-00-9 | \$25.50 |
| INF1785    | Adobe InDesign CC - Level 2 | 978-1-925873-01-6 | \$25.50 |

### Adobe Photoshop CC (2018)

| Order Code | Title                        | ISBN              | RRP     |
|------------|------------------------------|-------------------|---------|
| INF1780    | Adobe Photoshop CC - Level 1 | 978-1-925526-46-2 | \$25.50 |
| INF1781    | Adobe Photoshop CC - Level 2 | 978-1-925526-47-9 | \$25.50 |

## Adobe Creative Cloud

### Adobe Acrobat DC

| Order Code | Title            | ISBN              | RRP     |
|------------|------------------|-------------------|---------|
| INF554     | Adobe Acrobat DC | 978-1-925298-98-7 | \$32.50 |

### Adobe Dreamweaver CC

| Order Code | Title                             | ISBN              | RRP     |
|------------|-----------------------------------|-------------------|---------|
| INF550     | Adobe Dreamweaver CC<br>- Level 1 | 978-1-925298-15-4 | \$25.50 |
| INF551     | Adobe Dreamweaver CC<br>- Level 2 | 978-1-925298-16-1 | \$25.50 |

### Adobe Illustrator CC

| Order Code | Title                             | ISBN              | RRP     |
|------------|-----------------------------------|-------------------|---------|
| INF552     | Adobe Illustrator CC -<br>Level 1 | 978-1-925298-17-8 | \$25.50 |
| INF553     | Adobe Illustrator CC -<br>Level 2 | 978-1-925298-18-5 | \$25.50 |

### Adobe InDesign CC

| Order Code | Title                          | ISBN              | RRP     |
|------------|--------------------------------|-------------------|---------|
| INF548     | Adobe InDesign CC -<br>Level 1 | 978-1-925298-12-3 | \$25.50 |
| INF549     | Adobe InDesign CC -<br>Level 2 | 978-1-925298-13-0 | \$25.50 |

### Adobe Photoshop CC

| Order Code | Title                           | ISBN              | RRP     |
|------------|---------------------------------|-------------------|---------|
| INF546     | Adobe Photoshop CC -<br>Level 1 | 978-1-925298-10-9 | \$25.50 |
| INF547     | Adobe Photoshop CC -<br>Level 2 | 978-1-925298-11-6 | \$25.50 |

## Adobe Creative Suite 6

| Order Code | Title                 | ISBN              | RRP     |
|------------|-----------------------|-------------------|---------|
| INF538     | Adobe Photoshop CS6   | 978-1-921939-50-1 | \$33.80 |
| INF539     | Adobe InDesign CS6    | 978-1-921939-54-9 | \$33.80 |
| INF540     | Adobe Dreamweaver CS6 | 978-1-921939-75-4 | \$33.80 |
| INF541     | Adobe Acrobat XI      | 978-1-921939-81-5 | \$31.40 |
| INF544     | Adobe Illustrator CS6 | 978-1-921939-78-5 | \$34.90 |

## MYOB

### MYOB AccountRight 19 Refresh

| Order Code | Title  | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF1150    | MYOB AccountRight v19<br>- Module 1                  | 978-1-925121-25-4 | \$36.10 |
| INF1151    | MYOB AccountRight v19<br>- Module 2                  | 978-1-925121-27-8 | \$34.90 |
| INF1152    | MYOB AccountRight v19<br>- Payroll                   | 978-1-925121-28-5 | \$22.30 |
| INF1153    | MYOB AccountRight v19<br>- Starting A New<br>Company | 978-1-925121-29-2 | \$23.80 |
| INF1154    | MYOB AccountRight v19<br>- Day to Day                | 978-1-925121-30-8 | \$27.50 |

### MYOB AccountRight 19

| Order Code | Title   | ISBN              | RRP     |
|------------|---|-------------------|---------|
| INF790     | MYOB AccountRight<br>Version 19 - Module 1                  | 978-1-921721-40-3 | \$36.10 |
| INF791     | MYOB 18 and MYOB<br>AccountRight 19 -<br>Module 2           | 978-1-921721-41-0 | \$34.90 |
| INF792     | MYOB AccountRight<br>Version 19 - Payroll                   | 978-1-921721-42-7 | \$22.30 |
| INF793     | MYOB AccountRight<br>Version 19 - Starting a<br>New Company | 978-1-921721-66-3 | \$23.80 |
| INF794     | MYOB AccountRight<br>Version 19 - Day to Day                | 978-1-921721-67-0 | \$27.50 |



## QuickBooks

### QuickBooks Plus 2010-11

| Order Code | Title                              | ISBN              | RRP     |
|------------|------------------------------------|-------------------|---------|
| INF570     | QuickBooks Plus 2010-11 - Module 1 | 978-1-921721-68-7 | \$34.10 |
| INF572     | QuickBooks Plus 2010-11 - Payroll  | 978-1-921721-70-0 | \$22.30 |

## ICT Training Package

ICT - Office 2016

| Order Code | Title  | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF1760    | ICTICT101 Operate a Personal Computer - Microsoft Windows 10                                     | 978-1-925526-30-1 | \$29.50 |
| INF1761    | ICTICT102 Operate Word Processing Applications - Microsoft Word 2016                             | 978-1-925526-31-8 | \$29.50 |
| INF1762    | ICTICT103 Use, Communicate and Search Securely on the Internet - Microsoft Edge and Outlook 2016 | 978-1-925526-32-5 | \$29.50 |
| INF1763    | ICTICT104 Use Digital Devices  | 978-1-925526-33-2 | \$19.50 |
| INF1764    | ICTICT105 Operate Spreadsheet Applications - Microsoft Excel 2016                                | 978-1-925526-34-9 | \$29.50 |
| INF1765    | ICTICT106 Operate Presentation Packages - Microsoft PowerPoint 2016                              | 978-1-925526-35-6 | \$29.50 |
| INF1766    | ICTICT107 Use Personal Productivity Tools - Microsoft Outlook 2016                               | 978-1-925526-36-3 | \$29.50 |
| INF1767    | ICTICT108 Use Digital Literacy Skills to Access the Internet - Microsoft Edge                    | 978-1-925526-37-0 | \$29.50 |
| INF1768    | ICTICT201 Use Computer Operating Systems and Hardware - Microsoft Windows 10                     | 978-1-925526-38-7 | \$35.50 |

|         |   |                   |         |
|---------|---|-------------------|---------|
| INF1769 | ICTICT202 Work and Communicate Effectively in an ICT Environment                          | 978-1-925526-39-4 | \$19.50 |
| INF1770 | ICTICT203 Operate Application Software Packages - Word, Excel and PowerPoint 2016         | 978-1-925526-40-0 | \$35.50 |
| INF1771 | ICTICT204 Operate a Digital Media Technology Package - Microsoft Word and PowerPoint 2016 | 978-1-925526-41-7 | \$19.50 |
| INF1772 | ICTICT210 Operate Database Applications - Microsoft Access 2016                           | 978-1-925526-42-4 | \$29.50 |

#### ICT - Office 2013

| Order Code | Title  | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF1182    | ICTICT101 Operate a Personal Computer - Microsoft Windows 8.1        | 978-1-925298-45-1 | \$29.90 |
| INF1181    | ICTICT102 Operate Word Processing Applications - Microsoft Word 2013 | 978-1-925298-44-4 | \$29.90 |
| INF1183    | ICTICT103 Use, Communicate and Search Securely on the Internet       | 978-1-925298-46-8 | \$29.90 |
| INF1189    | ICTICT104 Use Digital Devices  | 978-1-925179-69-9 | \$19.90 |
| INF1180    | ICTICT105 Operate Spreadsheet Applications - Microsoft Excel 2013    | 978-1-925298-43-7 | \$29.90 |
| INF1187    | ICTICT106 Operate Presentation Packages - Microsoft PowerPoint 2013  | 978-1-925179-67-5 | \$29.90 |

|         |   |                   |         |
|---------|---|-------------------|---------|
| INF1188 | ICTICT107 Use Personal Productivity Tools - Microsoft Outlook 2013                        | 978-1-925179-68-2 | \$29.90 |
| INF1193 | ICTICT108 Use Digital Literacy Skills to Access the Internet - Internet Explorer 11       | 978-1-925298-97-0 | \$29.90 |
| INF1192 | ICTICT201 Use Computer Operating Systems and Hardware - Microsoft Windows 8.1             | 978-1-925298-96-3 | \$39.90 |
| INF1185 | ICTICT202 Work and Communicate Effectively in an IT Environment                           | 978-1-925298-48-2 | \$19.90 |
| INF1190 | ICTICT203 Operate Application Software Packages - Word, Excel and PowerPoint 2013         | 978-1-925298-94-9 | \$39.90 |
| INF1186 | ICTICT204 Operate a Digital Media Technology Package - Microsoft Word and PowerPoint 2013 | 978-1-925298-49-9 | \$19.90 |
| INF1191 | ICTICT210 Operate Database Applications - Microsoft Access 2013                           | 978-1-925298-95-6 | \$29.90 |

### ICA11 - Office 2013

| Order Code | Title   | ISBN              | RRP     |
|------------|---|-------------------|---------|
| INF952     | ICAICT101A Operate a Personal Computer - Microsoft Windows 8.1        | 978-1-925121-39-1 | \$29.90 |
| INF951     | ICAICT102A Operate Word Processing Applications - Microsoft Word 2013 | 978-1-925121-38-4 | \$29.90 |
| INF953     | ICAICT103A Use, Communicate and Search Securely on the Internet       | 978-1-925121-40-7 | \$29.90 |

|        |  |                   |         |
|--------|--|-------------------|---------|
| INF959 | ICAICT104A Use Digital Devices   | 978-1-925298-05-5 | \$19.90 |
| INF950 | ICAICT105A Operate Spreadsheet Applications - Microsoft Excel 2013                         | 978-1-925121-37-7 | \$29.90 |
| INF957 | ICAICT106A Operate Presentation Packages - Microsoft PowerPoint 2013                       | 978-1-925298-03-1 | \$29.90 |
| INF958 | ICAICT107A Use Personal Productivity Tools - Microsoft Outlook 2013                        | 978-1-925298-04-8 | \$29.90 |
| INF963 | ICAICT108A Use Digital Literacy Skills to Access the Internet - Internet Explorer 11       | 978-1-925298-09-3 | \$29.90 |
| INF955 | ICAICT202A Work and Communicate Effectively in an IT Environment                           | 978-1-925298-01-7 | \$19.90 |
| INF960 | ICAICT203A Operate Application Software Packages - Word, Excel and PowerPoint 2013         | 978-1-925298-06-2 | \$39.90 |
| INF956 | ICAICT204A Operate a Digital Media Technology Package - Microsoft Word and PowerPoint 2013 | 978-1-925298-02-4 | \$19.90 |
| INF961 | ICAICT210A Operate Database Applications - Microsoft Access 2013                           | 978-1-925298-07-9 | \$29.90 |

## ICA11 - Office 2010

| Order Code | Title  | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF902     | ICAICT101A Operate a Personal Computer - Microsoft Windows 7 | 978-1-921939-32-7 | \$29.90 |

|        |  |                   |         |
|--------|--|-------------------|---------|
| INF901 | ICAICT102A Operate Word Processing Applications - Microsoft Word 2010                        | 978-1-921939-31-0 | \$29.90 |
| INF903 | ICAICT103A Use, Communicate and Search Securely on the Internet                              | 978-1-921939-33-4 | \$29.90 |
| INF909 | ICAICT104A Use Digital Devices   | 978-1-921939-39-6 | \$19.90 |
| INF900 | ICAICT105A Operate Spreadsheet Applications - Microsoft Excel 2010                           | 978-1-921939-30-3 | \$29.90 |
| INF907 | ICAICT106A Operate Presentation Packages - Microsoft PowerPoint 2010                         | 978-1-921939-37-2 | \$29.90 |
| INF908 | ICAICT107A Use Personal Productivity Tools - Microsoft Outlook 2010                          | 978-1-921939-38-9 | \$29.90 |
| INF913 | ICAICT108A Use Digital Literacy Skills to Access the Internet                                | 978-1-921939-24-2 | \$29.90 |
| INF912 | ICAICT201A Use Computer Operating Systems and Hardware                                       | 978-1-921939-49-5 | \$39.90 |
| INF905 | ICAICT202A Work and Communicate Effectively in an IT Environment                             | 978-1-921939-35-8 | \$19.90 |
| INF910 | ICAICT203A Operate Application Software Packages - Microsoft Word, Excel and PowerPoint 2010 | 978-1-921939-46-4 | \$39.90 |
| INF906 | ICAICT204A Operate a Digital Media Technology Package  | 978-1-921939-36-5 | \$19.90 |

|        |   |                   |         |
|--------|---|-------------------|---------|
| INF904 | ICAICT208A Operate Accounting Applications - MYOB AccountRight 19 | 978-1-921939-34-1 | \$39.90 |
| INF911 | ICAICT210A Operate Database Applications - Microsoft Access 2010  | 978-1-921939-47-1 | \$29.90 |

### ICA05 - Office 2010

| Order Code | Title   | ISBN              | RRP     |
|------------|---|-------------------|---------|
| INF870     | ICA10105 Certificate I in Information Technology - Core Units (Microsoft Windows 7 and Office 2010) | 978-1-921721-36-6 | \$39.50 |
| INF871     | ICA10105 Certificate I in Information Technology - Elective Units (Microsoft Office 2010)           | 978-1-921721-69-4 | \$39.50 |
| INF872     | ICA20105 Certificate II in Information Technology - Part A (Microsoft Windows 7 and Office 2010)    | 978-1-921721-37-3 | \$39.50 |
| INF873     | ICA20105 Certificate II in Information Technology - Part B (Microsoft Office 2010)                  | 978-1-921721-38-0 | \$39.50 |
| INF874     | ICAU1129B Operate a Word Processing Application - Microsoft Word 2010                               | 978-1-921939-05-1 | \$29.50 |
| INF875     | ICAU1130B Operate a Spreadsheet Application - Microsoft Excel 2010                                  | 978-1-921939-06-8 | \$29.50 |
| INF876     | ICAU1133B Send and Retrieve Information - Internet Explorer 8 and Microsoft Outlook 2010            | 978-1-921939-08-2 | \$29.50 |

## BSB Training Package

BSB - Office 2016

| Order Code | Title   | ISBN              | RRP     |
|------------|---|-------------------|---------|
| INF1754    | BSBADM506 Manage Business Document Design And Development - Microsoft Word 2016 | 978-1-925526-29-5 | \$35.50 |
| INF1750    | BSBITA401 Design Databases - Microsoft Access 2016                              | 978-1-925526-25-7 | \$35.50 |
| INF1850    | BSBITA411 Design And Develop Relational Databases - Microsoft Access 2016       | 978-1-925873-24-5 | \$35.50 |
| INF1740    | BSBITU101 Operate A Personal Computer - Microsoft Windows 10                    | 978-1-925526-43-1 | \$35.50 |
| INF1840    | BSBITU111 Operate A Personal Digital Device - Microsoft Windows 10              | 978-1-925873-17-7 | \$35.50 |
| INF1741    | BSBITU201 Produce Simple Word Processed Documents - Microsoft Word 2016         | 978-1-925526-16-5 | \$35.50 |
| INF1742    | BSBITU202 Create And Use Spreadsheets - Microsoft Excel 2016                    | 978-1-925526-17-2 | \$35.50 |
| INF1841    | BSBITU211 Produce Digital Text Documents - Microsoft Word 2016                  | 978-1-925526-16-5 | \$35.50 |
| INF1842    | BSBITU212 Create And Use Spreadsheets - Microsoft Excel 2016                    | 978-1-925873-19-1 | \$35.50 |
| INF1743    | BSBITU301 Create And Use Databases - Microsoft Access 2016                      | 978-1-925526-18-9 | \$35.50 |



|         |   |                   |         |
|---------|---|-------------------|---------|
| INF1744 | BSBITU302 Create Electronic Presentations - Microsoft PowerPoint 2016           | 978-1-925526-19-6 | \$35.50 |
| INF1745 | BSBITU303 Design And Produce Text Documents - Microsoft Word 2016               | 978-1-925526-20-2 | \$35.50 |
| INF1746 | BSBITU304 Produce Spreadsheets - Microsoft Excel 2016                           | 978-1-925526-21-9 | \$35.50 |
| INF1747 | BSBITU306 Design And Produce Business Documents - Microsoft Word and Excel 2016 | 978-1-925526-22-6 | \$39.50 |
| INF1748 | BSBITU309 Produce Desktop Published Documents - Microsoft Word 2016             | 978-1-925526-23-3 | \$35.50 |
| INF1749 | BSBITU309 Produce Desktop Published Documents - Microsoft Publisher 2016        | 978-1-925526-24-0 | \$35.50 |
| INF1843 | BSBITU311 Use Simple Relational Databases - Microsoft Access 2016               | 978-1-925873-20-7 | \$35.50 |
| INF1844 | BSBITU312 Create Electronic Presentations - Microsoft PowerPoint 2016           | 978-1-925873-21-4 | \$35.50 |
| INF1845 | BSBITU313 Design And Produce Digital Text Documents - Microsoft Word 2016       | 978-1-925873-22-1 | \$35.50 |
| INF1846 | BSBITU314 Design And Produce Spreadsheets - Microsoft Excel 2016                | 978-1-925873-23-8 | \$35.50 |
| INF1751 | BSBITU401 Design And Develop Complex Text Documents - Microsoft Word 2016       | 978-1-925526-26-4 | \$35.50 |

|         |  |                   |         |
|---------|--|-------------------|---------|
| INF1752 | BSBITU402 Develop<br>And Use Complex<br>Spreadsheets -<br>Microsoft Excel 2016       | 978-1-925526-27-1 | \$35.50 |
| INF1753 | BSBITU404 Produce<br>Complex Desktop<br>Published Documents -<br>Microsoft Word 2016 | 978-1-925526-28-8 | \$39.50 |

## BSB - Office 2013

| Order Code | Title   | ISBN              | RRP     |
|------------|---|-------------------|---------|
| INF1165    | BSBADM506 Manage<br>Business Document<br>Design And<br>Development -<br>Microsoft Word 2013 | 978-1-925298-33-8 | \$39.90 |
| INF1170    | BSBITA401 Design<br>Databases - Microsoft<br>Access 2013                                    | 978-1-925298-38-3 | \$39.90 |
| INF1174    | BSBITU101 Operate A<br>Personal Computer -<br>Microsoft Windows 8.1                         | 978-1-925298-42-0 | \$39.90 |
| INF1160    | BSBITU201 Produce<br>Simple Word Processed<br>Documents - Microsoft<br>Word 2013            | 978-1-925298-28-4 | \$39.90 |
| INF1166    | BSBITU202 Create And<br>Use Spreadsheets -<br>Microsoft Excel 2013                          | 978-1-925298-34-5 | \$39.90 |
| INF1169    | BSBITU301 Create And<br>Use Databases -<br>Microsoft Access 2013                            | 978-1-925298-37-6 | \$39.90 |
| INF1171    | BSBITU302 Create<br>Electronic Presentations<br>- Microsoft PowerPoint<br>2013              | 978-1-925298-39-0 | \$39.90 |
| INF1161    | BSBITU303 Design And<br>Produce Text<br>Documents - Microsoft<br>Word 2013                  | 978-1-925298-29-1 | \$39.90 |

|         |   |                   |         |
|---------|---|-------------------|---------|
| INF1167 | BSBITU304 Produce Spreadsheets - Microsoft Excel 2013                           | 978-1-925298-35-2 | \$39.90 |
| INF1162 | BSBITU306 Design And Produce Business Documents - Microsoft Word and Excel 2013 | 978-1-925298-30-7 | \$44.90 |
| INF1163 | BSBITU309 Produce Desktop Published Documents - Microsoft Word 2013             | 978-1-925298-31-4 | \$39.90 |
| INF1172 | BSBITU309 Produce Desktop Published Documents - Microsoft Publisher 2013        | 978-1-925298-40-6 | \$39.90 |
| INF1164 | BSBITU401 Design And Develop Complex Text Documents - Microsoft Word 2013       | 978-1-925298-32-1 | \$39.90 |
| INF1168 | BSBITU402 Develop And Use Complex Spreadsheets - Microsoft Excel 2013           | 978-1-925298-36-9 | \$39.90 |
| INF1173 | BSBITU404 Produce Complex Desktop Published Documents - Microsoft Word 2013     | 978-1-925298-41-3 | \$44.90 |

### BSB07 - Office 2013

| Order Code | Title  | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF935     | BSBADM506B Manage Business Document Design And Development - Microsoft Word 2013 | 978-1-925121-05-6 | \$39.90 |
| INF940     | BSBITA401A Design Databases - Microsoft Access 2013                              | 978-1-925121-10-0 | \$39.90 |
| INF944     | BSBITU101A Operate A Personal Computer - Microsoft Windows 8.1                   | 978-1-925121-17-9 | \$39.90 |

|        |  |                   |         |
|--------|--|-------------------|---------|
| INF930 | BSBITU201A Produce Simple Word Processed Documents - Microsoft Word 2013         | 978-1-925121-00-1 | \$39.90 |
| INF936 | BSBITU202A Create And Use Spreadsheets - Microsoft Excel 2013                    | 978-1-925121-06-3 | \$39.90 |
| INF939 | BSBITU301A Create And Use Databases - Microsoft Access 2013                      | 978-1-925121-09-4 | \$39.90 |
| INF941 | BSBITU302A Create Electronic Presentations - Microsoft PowerPoint 2013           | 978-1-925121-11-7 | \$39.90 |
| INF931 | BSBITU303A Design And Produce Text Documents - Microsoft Word 2013               | 978-1-925121-01-8 | \$39.90 |
| INF937 | BSBITU304A Produce Spreadsheets - Microsoft Excel 2013                           | 978-1-925121-07-0 | \$39.90 |
| INF932 | BSBITU306A Design And Produce Business Documents - Microsoft Word and Excel 2013 | 978-1-925121-02-5 | \$44.50 |
| INF933 | BSBITU309A Produce Desktop Published Documents - Microsoft Word 2013             | 978-1-925121-03-2 | \$39.90 |
| INF942 | BSBITU309A Produce Desktop Published Documents - Microsoft Publisher 2013        | 978-1-925121-12-4 | \$39.90 |
| INF934 | BSBITU401A Design And Develop Complex Text Documents - Microsoft Word 2013       | 978-1-925121-04-9 | \$39.90 |
| INF938 | BSBITU402A Develop And Use Complex Spreadsheets - Microsoft Excel 2013           | 978-1-925121-08-7 | \$39.90 |

|        |   |                   |         |
|--------|---|-------------------|---------|
| INF943 | BSBITU404A Produce<br>Complex Desktop<br>Published Documents -<br>Microsoft Word 2013 | 978-1-925121-13-1 | \$44.50 |
|--------|---|-------------------|---------|

BSB07 - Office 2010

| Order Code | Title  | ISBN              | RRP     |
|------------|--|-------------------|---------|
| INF852     | BSBITU306A Design and<br>Produce Business<br>Documents - Microsoft<br>Word and Excel 2010    | 978-1-921721-79-3 | \$39.90 |
| INF855     | BSBADM506B Manage<br>Business Document<br>Design and<br>Development -<br>Microsoft Word 2010 | 978-1-921721-82-3 | \$39.90 |
| INF860     | BSBITA401A Design<br>Databases - Microsoft<br>Access 2010                                    | 978-1-921721-87-8 | \$39.90 |
| INF850     | BSBITU201A Produce<br>Simple Word Processed<br>Documents - Microsoft<br>Word 2010            | 978-1-921721-77-9 | \$39.90 |
| INF856     | BSBITU202A Create and<br>Use Spreadsheets -<br>Microsoft Excel 2010                          | 978-1-921721-83-0 | \$39.90 |
| INF859     | BSBITU301A Create and<br>Use Databases -<br>Microsoft Access 2010                            | 978-1-921721-86-1 | \$39.90 |
| INF861     | BSBITU302A Create<br>Electronic Presentations<br>- Microsoft PowerPoint<br>2010              | 978-1-921721-88-5 | \$39.90 |
| INF851     | BSBITU303A Design and<br>Produce Text<br>Documents - Microsoft<br>Word 2010                  | 978-1-921721-78-6 | \$39.90 |
| INF857     | BSBITU304A Produce<br>Spreadsheets -<br>Microsoft Excel 2010                                 | 978-1-921721-84-7 | \$39.90 |

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