



MICROSOFT EXCEL

Budget your finances and track data with spreadsheets & reports using Microsoft Excel

MICROSOFT WORD

Draft professional letters and design custom invoices using Microsoft Word

MICROSOFT POWERPOINT

Prepare your presentations with Microsoft Powerpoint

MICROSOFT ACCESS

Build customer databases, store their preferences using Microsoft Access

MICROSOFT PUBLISHER

Create newsletters, brochures, postcards, and catalogs for your business using Microsoft Publisher

MICROSOFT OUTLOOK

Manage your email and calendar with Microsoft Outlook

Training available in the following versions for all the above products:

97 - 2000 - 2002 - 2003

3 levels of training available:

Basic - Intermediate - Advanced

Courses running twice a month!

ABOUT NEW HORIZONS:

New Horizons is a dedicated training organisation operating in Sydney City and Newcastle, and 3 other locations around Australia, offering quality curriculum with free support and repeats for 6 months. Register now to enhance your business!

To register for a course, return to:

MTA Locked Bag 5012 Darlinghurst NSW 2010 | Fax: (02) 9212 6889

For course dates and enquiries please contact MTA's Training Department on Ph: (02) 9213 4222 or email training@mtansw.com.au

COURSE NAME	_____	SESSION DATE	_____
COMPANY NAME	_____	TRADING NAME	_____
POSTAL ADDRESS	_____	PHONE NUMBER	_____
EMAIL ADDRESS	_____	FAX NUMBER	_____
MEMBER NUMBER	_____	AMOUNT	\$ _____ (GST INCLUSIVE)
PAYMENT	<input type="checkbox"/> MASTER CARD <input type="checkbox"/> VISA	EXPIRY DATE	_____
CARD NUMBER	_____	CARD HOLDER'S NAME	_____
ATTENDEE(S) NAME(S)	1) _____	3) _____	
	2) _____	4) _____	

Whilst there is every intention to run the program as advertised, MTA NSW reserves the right to change the program and/or presenters. MTA NSW also reserves the right to cancel this event due to insufficient numbers. If this occurs, refunds will be made in full. If you wish to cancel your registration and you notify us 5 or more working days before the event, we will refund 100% of your fee. For cancellations notified less than 5 working days before the event, no refund will be made. All registrations are transferable at any time to another person within your organisation (at no charge).