

## Computer Coaching - Excel, Word, Outlook, Powerpoint

**This course is for Cerebral Palsy Alliance employees**

### Who is this course for?

This training is for all CPA employees who would like support with computer training, including Microsoft Excel, Word, PowerPoint, and Outlook.

### What content does the course cover?

The training session is based on your needs.

Bring an example of the work you need support with and any questions.

The facilitator will work with you to develop your knowledge and skills to achieve your learning goal.

### What other details do I need to know?

**Attendance type:** Virtual

**Duration:** 1 - 1.5hrs

**Times:** Please select a course date below or if there are no dates, please click Enquire

**If you need to cancel:** Cancellation guidelines

### Where can I get more information?

**Contact:** The Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

#### May 2024

Date	Course	Start time	Finish time	Location
Thu 30	Computer Coaching - Excel, Word, Outlook, Powerpoint	11:30AM	12:30PM	Virtual Learning

#### June 2024

Date	Course	Start time	Finish time	Location
Thu 27	Computer Coaching - Excel, Word, Outlook, Powerpoint	9:30AM	10:30AM	Virtual Learning

#### July 2024

Date	Course	Start time	Finish time	Location
Thu 11	Computer Coaching - Excel, Word, Outlook, Powerpoint	9:30AM	10:30AM	Virtual Learning