

Canning College Open Day



The Canning College Open Day is the perfect opportunity for you to learn new skills, see our great lecturers in action, view the wonderful facilities and find out more about the wide range of courses offered by the College.

Date

Saturday 27 June 2009

Venue

Canning College Computing Centre in Marquis Street, Bentley

Parking

Enter via Entry B on Marquis Street and park in the short term computing parking area shown on the campus map overleaf. Parking is free.

Free Hands-On Sessions (topics subject to change - last updated 19/6/09)

| | Lab 2 | Lab 3 | Lab 4 | Lab 5 |
|---------------|--------------------------------------|------------------------------------|---------------------------------------|--|
| 10:30 – 11:15 | MYOB Overview | Video Editing Using Movie Maker | Internet Search Skills | Image Editing Using Photoshop |
| 11:15 – 12:00 | Creating a Budget Using Excel | Charting Data Using Excel | Creating Brochures Using Publisher | Creating Graphics Using Illustrator |
| 12:00 – 12:45 | Charting Stocks Using IC Investor | Using Macros In Excel | Creating Mailmerge Letters in Word | Simple Animation Using Flash |
| 12:45 – 13:00 | Tour of library and other facilities | | | |

The College has a wide range of courses commencing in term 3:

- Short courses in Business and Computing
- Flying Start Bridging to Year 12 (year 11 equivalent)
- Flying Start (year 10 equivalent)
- Diploma of Commerce
- Certificate IV in Commerce

Staff will be available in the central foyer at all times to answer general enquiries.

You can even enrol on the day if you would like to attend a course in term 3. The term commences 20 July.

Please call 9351 5630 if you require further information.

MYOB Overview

MYOB is one of Australia's leading accounting packages. In this 45 minute session you will be shown the main elements of MYOB and shown how a typical business would use it to record purchases and sales, and track cashflow.

Video Editing Using Movie Maker

Movie Maker is a free video editing program. In this 45 minute session you will learn how to create a short movie from a series of video clips that were taken using a video camera or mobile phone. The movie will include a title and special effects.

Internet Search Skills

In this 45 minute session you will be shown how to quickly find information on the Internet by using the Google search engine with appropriate keywords and techniques.

Image Editing Using Photoshop

Adobe Photoshop is a program that is used to manipulate images. In this 45 minute session you will learn how to make six simple adjustments to improve the quality of a digital photo. The skills would also apply to Adobe Photoshop Elements.

Creating a Budget Using Excel

In this 45 minute session you will learn how to structure a simple budget and then create this in Microsoft Excel. No prior experience in Excel is needed.

Charting Data Using Excel

In this 45 minute session you will learn how to create impressive bar, line and pie charts using the charting facility in Microsoft Excel. Some familiarity with Excel would be beneficial.

Using Macros In Excel

In this 45 minute session you will learn how to record a macro to automate a task in Excel and how to assign this macro to a toolbar button. To get the most from this session you need to be a regular user of Excel.

Creating Brochures Using Publisher

Microsoft Publisher is a desktop publishing program that can be used to create flyers, cards, posters etc. In this 45 minute session you will be shown the main elements of Publisher and learn how create a stunning publication.

Creating Graphics Using Illustrator

Adobe Illustrator can be used to create logos, clipart and other graphics. In this 45 minute session you will learn the basic techniques needed to create simple graphics.

Charting Stocks Using IC Investor

In this 45 minute session you will be shown how to use charting to predict changes in the prices of shares, and hence when to buy and sell to make a profit.

Creating Mailmerge Letters in Word

Mailmerge is used to create personalised letters or invitations for a large number of recipients. In this 45 minute session you will be shown how to create a mailmerge document and link it to a database of names and addresses.

Simple Animation Using Flash

Adobe Flash can be used to create animations, games and tools for web sites. In this 45 minute session you will learn how to create simple animations by using keyframes and tweening.