

Qualified Expert Tuition

Computer Skills

Introduction to Windows & Vista
Introduction to Mac OS X, Mac OS X Help Desk
Using the Internet & Email Effectively
Introduction to Computers & Microsoft Office

Office Tools

Microsoft - Word, Excel, PowerPoint, Publisher
Access, Outlook, Entourage, Visio, VBA
iLife, iWork, Keynote

Microsoft Office Upgrade Courses

Office 2007 for Windows & Office 2008
for Mac New Features
Office 2007 for Windows & Office 2008
for Mac Upgrade Courses

Project Management

Microsoft Project

Databases

Microsoft Access
FileMaker Pro
ACT!

Accounting Tools

MYOB
QuickBooks

Graphics Software

Adobe - Acrobat, Illustrator, Photoshop, InDesign,
PageMaker
CorelDraw
QuarkXPress
Microsoft Publisher
Final Cut Pro

Web Site Development Software

DreamWeaver, Flash, Fireworks, Contribute
Microsoft FrontPage

Business Skills

Leading and Influencing Others
Effective Communications
Work Life Balance
Managing Your Time

Training Reference Manuals

CTO can provide training manuals and reference
books for all courses.

Client Testimonials

We have used CTO to increase the computer skills of over 50 of our employees in the last year. Not only is CTO's training delivery first class, but the flexibility and customer service they offer is outstanding. We'll be back!

Fosters Group Limited - Mark Osborne

I've contacted CTO on many occasions for a range of computer support and training issues. My experience has been that the staff at CTO will always do their very best to ensure that my needs are met. I've constantly received exceptionally favourable feedback about their trainers eg. "Well done on making it an understandable and entertaining course"; and, "It exceeded my expectations". Our staff have been enriched by the experience of working with these technical experts.

NSW Treasury - Julie Waters

Five staff undertook the CTO Introduction to Excel course. We all started from different points of understanding; some with no working knowledge of Excel and others who had been using the application but had no idea about its capabilities. In one day we were able to cover a tremendous amount. Everyone left the day confident in both the operation and the capabilities of Excel and we were all keen to learn more!

The Bell Shakespeare Company - Moira Hay

Our CTO Trainer was brilliant! He got through absolutely everything and we are absolutely delighted! Our MIS manager is now much wiser on how Mac OS X works and everything hums. Thank you so much.

Indigo Pacific - Susanne Pringle

Very approachable and thorough with exceptional training techniques. My CTO Trainer was very flexible. Extremely happy with the service.

First State Development - Nicole Love

1300 667 660

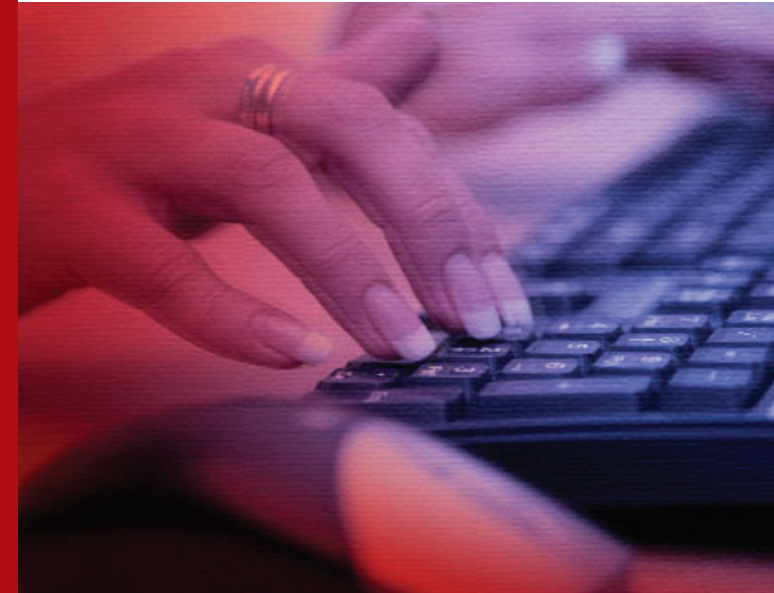
training@cto.com.au
www.cto.com.au

Computer Training Options Pty Ltd
Suite 34, Level 1, Pegasus Centre
42 Bundall Road, Bundall Qld 4217

Established 1992

Solutions for Your Business

Professional Computer Training



The professional computer training service
that connects people with technology
Australia wide.

cto
computer training options

CTO Profile

Computer Training Options has over 15 years of expertise in creating and delivering high-level computer training services to individuals and organisations across Australia.

We provide an extensive range of invaluable computer training services that are cost effective, to corporations and individuals who want to maximise their investment in computer use and technology in conjunction with their staff's performance.

Plus with over 300 qualified instructors located across Australia, we can provide on-site training in capital cities and regional areas throughout Australia as well.

To add value to your organisation and your staff's computer knowledge for your long-term growth, pick up the phone today and call **1300 667 660** for a free training needs analysis!

cto

computer training options

Call 1300 667 660

Professional Training - Exceptional Results



3 Reasons Why CTO Is The Preferred Choice For Computer Training Excellence!

#1. All computer training is designed to meet the specific needs of your staff and organisation held over 1 or 2 days. Not held over 1 or 2 months like some of our competitors!

#2. CTO training is delivered in short bursts of concentrated learning so trainees receive the techniques, short cuts and tips to retain the skills and information quickly. This keeps their confidence up and increases their loyalty and their value to you and your organisation!

#3. With over 300 qualified instructors Australia wide we know software programs inside and out. The training is fun, interactive and educational, delivering the trainees with valuable computer skills for life!

To make a positive difference to the quality of your staff's computer skills as well as your businesses efficiency and profit, call CTO today to find out in further detail how your organisation can benefit!

Call CTO 1300 667 660

cto

computer training options