

Become an Apple Certified Associate

An Introduction to iWork '09 (iWork 101)

Enjoy the Way You Work

This two-day, hands-on course introduces students to the key features and basic interface of iWork '09.

iWork '09 is a suite of productivity tools that includes Pages for producing professional looking documents, Numbers for creating spreadsheets, tables and charts, and Keynote for developing high-quality presentations.

What You Will Learn

- Creating presentations with themes, graphic, media and hyperlinks
- Animating presentations
- Exporting presentations
- Creating a newsletter from a template
- Creating a spreadsheet with formulas and functions
- Converting a Microsoft Excel spreadsheet to Numbers
- Import and export compatibility with Microsoft Office applications

Certification Exam

Students take a one hour exam to earn Apple Certified Associate, iWork '09 status.

£299 + vat

per delegate at scheduled venues

£695 + vat per day

on site for up to 10 delegates



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Call 01684 278000 to book or discuss bespoke options. www.atcomputers.co.uk



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