

**discover. develop. deliver.**



**computer graphics training**

## DIGITAL DARKROOM & PHOTOGRAPHY

**Apple Aperture\***

**Adobe Lightroom**

**Adobe Photoshop Elements**

**Adobe Photoshop Extended**

**Adobe Photoshop for Digital Photographers**

**Digital Photography:** Transform your digital photos

## ILLUSTRATION

**Adobe Illustrator**

Can also be combined with Adobe InDesign or Photoshop

## AUDIO & MOTION GRAPHICS

**Adobe Audition\*\***

**Adobe Captivate\*\***

**Adobe Flash**

**Apple Motion\***

**Adobe Premiere Pro**

## BUSINESS SKILLS

**Adobe Acrobat Professional**

**Adobe Acrobat:** Document Collaboration

**Apple iWork\***

Introducing Pages, Numbers and Keynote

**Designing and Building Databases**

**E-Marketing:** Direct response marketing to build your business

**Microsoft Access**

**Microsoft Excel**

Can also be combined with Word or Powerpoint

**Microsoft Word**

Can also be combined with Excel or Powerpoint

**Microsoft Office**

Includes overview of all combined applications including Word, PowerPoint, Excel, Outlook or Entourage (Mac)

## OPERATING SYSTEMS

**Microsoft Windows XP or Vista**

**Introduction to Apple Mac & OSX**

Ideal for the new user or those switching from Windows.

## PRESENTATION

**Adobe Captivate**

**Apple Keynote\***

**Microsoft PowerPoint**

**Microsoft PowerPoint & Adobe Ovation\*\***

Create even more sophisticated presentations - easily!

**Powerful Presentations**

## PRINT & PREPRESS

**Adobe Creative Suite:** From Design to Delivery

**Adobe Design Premium**

**Adobe Creative Suite for Print**

Includes a half-day visit to a printers to complete the picture

**Adobe InDesign**

Can be combined with Photoshop or Illustrator

**Adobe InCopy**

**Introduction to Desk Top Publishing**

Quark/ Illustrator/Photoshop or InDesign/ Photoshop/Illustrator

**Quark XPress**

## VIDEO & POST PRODUCTION

**Adobe After Effects**

**Adobe Premiere Pro**

**Adobe Premiere Elements**

**Final Cut Express HD\***

**Final Cut Studio\***

## WEB DESIGN & DEVELOPMENT

**Adobe Contribute**

**Adobe Dreamweaver**

**Cascading Style Sheets (CSS)**

**Design and Develop your own Web Site**

**Adobe Fireworks**

**Adobe Flash**

**Adobe Web Premium**

**E-Marketing:** Direct response marketing to build your business

**Building a Content Management System**

**Joomla CMS Introduction**

**Managing & Maintaining your Joomla CMS**

## UPGRADE & FAMILIARISATION

All courses can also be taken as an upgrade, where just the new features will be shown combined with a refresher - half to one day. Familiarisation offers companies the opportunity to have various software programs demonstrated prior to purchase.

## GENERAL INFORMATION

All Training starts at 9.30am and finishes at approximately 4.30pm. All courses can be taken at Introduction to Advanced level and on Apple or Windows systems, unless stated otherwise.

# BOOKING FORM

Please complete and return this form, together with your deposit or full payment to the address below. **Thank you.**

Name: .....

Company: .....

Address: .....

.....

..... Postcode: .....

Tel: ..... Fax: .....

Email .....

Web .....

Course Name	Cost	Preferred date(s)
.....	£ .....	.....
.....	£ .....	.....
.....	£ .....	.....

Operating System  Windows  Mac & PC

Please indicate your overall computer experience

Novice  Intermediate  Advanced

Any Special Requirements *(please state)*

I enclose a deposit cheque for £75 per person, per course to confirm my booking.

I enclose a cheque in full payment for the course(s)

I would like to pay by credit card for the course(s)  
*(please tick as appropriate).*

Signed: ..... Date: .....  
*(please print).*

On receipt of the completed form, you will be sent a booking confirmation and where applicable, a receipt, together with location details. We also ask each delegate to complete a pre-course questionnaire to identify their skills and possible requirements.

**Thank you for your interest and we look forward to providing you with training in the near future.**

\* OSX Only \*\* Windows only

## ABOUT US

**Computer Graphics Training** specialise in graphics, multimedia and business skills software training and can teach individuals and organisations to create and publish a vast array of media, using the tools the professionals use.

All our courses are workshop style - rather than classroom - and real world examples are used to illustrate the learning, although we actively encourage participants' to bring along examples of the type of work they wish to produce, to guarantee the training is both cost effective and productive.

We use the latest computer equipment and up to date software to ensure your learning experience is the best it can be. At the end of each intensive course, you will leave with confidence, knowing you can be immediately productive!

- Trainers are industry experts
- Workshop style training with real-world examples
- Course can be tailored & combined to suit your specific needs
- Latest LCD Large Format Digital & touch screen displays, Scanners and Printers
- Windows XP, Vista and Apple OSX

## The courses we teach we use, every day!

We offer general public group courses and private customised training. Please call us on 01732 832576 or email [training@cgt.uk.com](mailto:training@cgt.uk.com) for availability, more information or to book a course.

Training includes hands-on instruction in our well-equipped training centre, lunch and refreshments, FREE post-course support by phone or email, a certificate of attendance, examples CD and where appropriate training notes.

## COURSE FEES GUIDE

Duration	Public	Private**
1 day	£245	£495
2 days	£480	£990
3 days	£690	£1460
4 days	£880	£1900
5 days	£995	£2250
Additional person*		£195

These fees are intended as a guide only. Please call for specific group pricing. \* Additional cost for attendees from the same company. Maximum of 8 people per course (except by special arrangement).

\*\* Private courses are tailored for the client. Travel and accommodation expenses are in addition to fees quoted for in-house training.

Equipment hire is available using the latest 15" or 17" Windows XP, Vista or OSX laptops - POA.

## CONTACT US

Please call us on **01732 832576** or email [training@cgt.uk.com](mailto:training@cgt.uk.com) for availability, more information or to book a course.

# CLIENTS

Avon Cosmetics – Northampton

Baring Brothers - London

Boots Contract Manufacturing – Nottingham

Barclays Bank – London & Luton

Barnados (BITS) – Essex

Deloitte Consulting - London

DSS - Newcastle

Ernst & Young – Jersey

Express Newspapers – London

Fidelity Investments – Tonbridge

Financial Times – London

G E Capital - London

International Maritime Organisation - London

Legal and General - Hove

London Fire Brigade - London

McKinsey & Co - London

Reed International – Oxford

The Girl Guides Association – London

The Royal Mail – East Anglia

Triton Oil - London

US Navy – London

Waitrose – Bracknell

Disney - London



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