

Your Complete Web Development, Multimedia, Desktop Publishing, & Secretarial Support Service



WEBSITE DEVELOPMENT

- Website design, development and maintenance
- Personalise websites - own designs
- Web animation and banners
- Flash/Fireworks elements
- Develop strategies using CSS, HTML, Javascript
- Compliance with W3C standards: XHTML 1.0 or HTML 4.01., CSS 2.1 standard

SECRETARIAL SUPPORT

A wide range of sophisticated and professional word processing service:-

- General correspondence
- Personalised letters
- Proposals
- Mailing lists/labels
- Overhead transparencies
- Graphs and Diagrams
- Academic Papers
- Medical papers

COMPUTER TRAINING

Training to suit your needs - to upgrade your knowledge and/or gain new skills:-

- Windows Environment XP
- Microsoft Office Applications – Word, Excel, PowerPoint, Access, Outlook
- Email/Internet – surfing the web
- Dreamweaver/FrontPage
- All training taught are from Beginners to Advanced levels
- Specialised training as requested

MULTIMEDIA

- Professional business presentations
- Memorabilia CDs/DVD – eg anniversary, 21sts, weddings etc
- CD/DVDs disc labels and covers
- Personalised calendars
- Marketing Proposals

DESKTOP PUBLISHING

Professionally designed to sell your documents to potential clients and to keep them interested and reading on:-

- Newsletters
- Scanning
- Advertising materials
- Price lists
- Letterheads/business cards
- Brochures
- Course materials/manuals
- Company forms
- Handbooks

OTHER SERVICES

- Resumes writing
- Letters of applications
- Fax service
- Laser/Color printing
- Report binding
- Laminating
- Photocopying



WEB Business Services

*Web Development, Multimedia, Desktop Publishing,
Computer Training And Secretarial Support*

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LISA BRYANT

A PROFESSIONAL PERSONALISED SERVICE