



Computer
Training
Connection

Your Sept - Dec '09 Training Schedule

Register on-line at
www.onedayclasses.com
or Call Today! (231) 933-1278

E-mail, Publisher PowerPoint Database

Microsoft Outlook				
Module I	Version 03/07	Th	Sept	3
Module I	Version 03/07	T	Oct	13
Module I	Version 03/07	Th	Oct	29
Module I	Version 03/07	Th	Dec	3

Microsoft Publisher				
Module I	Version 03/07	T	Sept	15
Module I	Version 03/07	T	Oct	20
Module I	Version 03/07	T	Nov	24
Module I	Version 03/07	T	Dec	15

Microsoft PowerPoint				
Module I	Version 03/07	Th	Sept	10
Module I	Version 03/07	Th	Oct	15
Module I	Version 03/07	Th	Nov	5
Module I	Version 03/07	Th	Dec	10

Microsoft Access				
Module I	Version 03/07	Th	Sept	17
Module I	Version 03/07	Th	Nov	12
Module I	Version 03/07	Th	Dec	17

Notice: Office 2000 & 2002 Versions and advanced training (modules 2,3,4) are available upon request. If you don't see it call and ask. 231-933-1278

Word Spreadsheets

Microsoft Word					
Module I	Version 03/07	T	Sept	29	
Module I	Version 03/07	T	Oct	27	
Module I	Version 03/07	T	Nov	11	
Module I	Version 03/07	T	Dec	1	
Module II	Version 03/07	T	Sept	8	
Module II	Version 03/07	T	Nov	3	
Module II	Version 03/07	T	Dec	8	

Notice: Mondays and Fridays are "Open" days and can be scheduled for any class, module, or training you need, please call ahead. 231-933-1278



STOP struggling, imagine yourself using Word 2003 or the brand New 2007 version to create great documents effortlessly.

Microsoft Excel					
Module I	Version 03/07	W	Sept	2	
Module I	Version 03/07	W	Oct	14	
Module I	Version 03/07	W	Oct	28	
Module I	Version 03/07	W	Dec	2	
Module II	Version 03/07	W	Sept	9	
Module II	Version 03/07	W	Sept	30	
Module II	Version 03/07	W	Nov	4	
Module II	Version 03/07	W	Dec	9	

FrontPage, Windows & Evening Classes

Microsoft FrontPage - Expression Web					
Module I	Version 03/07	Th	Sept	24	
Module I	Version 03/07	Th	Oct	22	
Module I	Version 03/07	Th	Nov	25	

Intro To Computers			
Module I	XP Vista	T	Sept 22
Module I	XP Vista	T	Dec 22

Intro To Office 2007			
Introduction & New Features	W	Sept	23
Introduction & New Features	T	Nov	10
Introduction & New Features	Th	Dec	23

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Evening or 1/2 day Classes Introduction to Computers & Internet			
PC / Internet Intro / Skills		Call	
PC / Internet Intro / Skills		Call	
PC / Internet Intro / Skills		Call	
PC / Internet Intro / Skills		Call	
PC / Internet Intro / Skills		Call	
PC / Internet Intro / Skills		Call	



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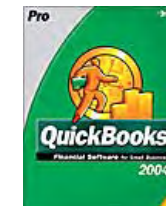
Intuit QuickBooks Project, Photos

QuickBooks				
QuickBooks 2004 Mod I	F	Sept	4	
QuickBooks 2004 Mod I	W	Nov	18	
QuickBooks 2004 Mod I	W	Dec	16	

Microsoft Project			
Project Module I	W	Sept	16
Project Module I	W	Oct	21
Project Module I	W	Dec	29

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Microsoft Photo Editor, OneNote XP			
Photo Editor (web focus)	Call		
Photos (e-mail storage)	Call		
OneNote	Call		



Learning the newest version of **QuickBooks™** as a first time user or as a veteran will allow you more control over your finances than ever!

Open Class Days - Mondays/Fridays			
Any class - Call to schedule	M	Your choice!	
Any class - Call to schedule	F	Your choice!	
Any class - Call to schedule	M	Your choice!	
Any class - Call to schedule	F	Your choice!	
Any class - Call to schedule	M	Your choice!	
Any class - Call to schedule	F	Your choice!	