

March 2017 Corporate Microsoft Office Class Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 to 12:30	Word Level 1	Word Level 1	1 Excel Level 1	2 Excel Level 1	3 Excel Level 1
1:00 to 5:00	Publisher	Publisher	Excel Level 1	Excel Level 1	Excel Level 1
8:30 to 12:30	6	7	8 Excel Level 2	9 Excel Level 2	10 Excel Level 2
1:00 to 5:00	Word Level 2	Word Level 2	Excel Level 2	Excel Level 2	Excel Level 2
8:30 to 12:30	13	14	15 Excel Level 1	16 Excel Level 1	17 Excel Level 1
1:00 to 5:00	Outlook	Outlook	Excel Level 1	Excel Level 1	Excel Level 1
8:30 to 12:30	20	21	22 Excel Level 2	23 Excel Level 2	24 Excel Level 2
1:00 to 5:00	Word 1	Word 1	Excel Level 2	Excel Level 2	Excel Level 2
8:30 to 12:30	27 PowerPoint	28 PowerPoint	29	30	31
1:00 to 5:00	Word Level 2	Word Level 2			

If insufficient candidates have registered for a scheduled class, the candidates will be moved to the next scheduled date

One-on-one training is available on request. Please contact the office for pricing and available dates

Payment is to be received in full on booking