

February 2017 Corporate Microsoft Office Class Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 to 12:30	Outlook	Outlook	1 Excel Level 1	2 Excel Level 1	3 Excel Level 1
1:00 to 5:00	Word Level 1	Word Level 1	Excel Level 2	Excel Level 2	Excel Level 2
8:30 to 12:30	6 Internet	7 Internet	8 Excel Level 1	9 Excel Level 1	10 Excel Level 1
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 Outlook	14 Outlook	15 Excel Level 2	16 Excel Level 2	17 Excel Level 2
1:00 to 5:00	PowerPoint	PowerPoint	Excel Level 2	Excel Level 2	Excel Level 2
8:30 to 12:30	20 Internet	21 Internet	22 Excel Level 1	23 Excel Level 1	24 Excel Level 1
1:00 to 5:00	Word Level 1	Word Level 1	Access Level 1 or 2	Access Level 1 or 2	Access Level 1 or 2
2:00 to 5:00			Business Writing Skills for Managers	Business Writing Skills for Managers	Business Writing Skills for Managers
8:30 to 12:30	27 PowerPoint	28 PowerPoint			
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