

PC Training Schedule Quarter 1, 2010 Instructor Led Course



Code	Course Title	January	February	March	Duration	Cost
W011	Word Introduction	28 th	22 nd	16 th	1 Day	£155
W021	Word Intermediate	13 th		8 th	1 Day	£155
W031	Word Advanced		3 rd	10 th	1 Day	£175
EF11	Excel Fast Track	25 th	16 th		1 Day	£240
E012	Excel Introduction	11 th /12 th		11 th /12 th	2 Days	£250
E021	Excel Intermediate	26 th	23 rd		1 Day	£155
E031	Excel Advanced	8 th		19 th	1 Day	£155
AF11	Access Fast Track	13 th	18 th		1 Day	£240
A012	Access Introduction		8 th /9 th	30 th /31 st	2 Days	£250
A021	Access Intermediate	27 th	26 th	15 th	1 Day	£155
A031	Access Advanced	18 th		23 rd	1 Day	£180
P011	PowerPoint Introduction	15 th		18 th	1 Day	£155
P021	PowerPoint Intermediate		4 th		1 Day	£180
PJ21	Microsoft Project Fast Track	14 th	12 th	29 th	1 Day	£250
PJ22	Microsoft Project 03 Introduction			9 th /10 th	2 Days	£295
PJ32	Microsoft Project Intermediate.	21 st			1 Day	£250
FB11	Microsoft FrontPage		12 th		1 Day	£180
PU11	Microsoft Publisher	29 th		4 th	1 Day	£180

The above is a selection of the courses we are able to provide.
Courses can be tailored to your specific requirements. On-site training also available.

**Are you
Office 2007 ready?**

For information on the above or any additional courses: - Contact Training Sales on Tel: 02920 333000 or e-Mail training@cwales.com