

## PC Training Schedule Quarter 2, 2009

### Instructor Led Course



Code	Course Title	April	May	June	Duration	Per Delegate
W011	Word Introduction	6 <sup>th</sup>	22 <sup>nd</sup>	3 <sup>rd</sup>	1 Day	£155
W021	Word Intermediate	20 <sup>th</sup>	1 <sup>st</sup>	24 <sup>th</sup>	1 Day	£155
W031	Word Advanced	29 <sup>th</sup>	20 <sup>th</sup>	17 <sup>th</sup>	1 Day	£175
EF11	Excel Fast Track	9 <sup>th</sup>	16 <sup>th</sup>		1 Day	£240
E012	Excel Introduction	16 <sup>th</sup> /17 <sup>th</sup>	13 <sup>th</sup> /14 <sup>th</sup>	4 <sup>th</sup> /5 <sup>th</sup>	2 Days	£250
E021	Excel Intermediate	20 <sup>th</sup>	21 <sup>st</sup>	16 <sup>th</sup>	1 Day	£155
E031	Excel Advanced	28 <sup>th</sup>	28 <sup>th</sup>	23 <sup>rd</sup>	1 Day	£155
AF11	Access Fast Track	30 <sup>th</sup>			1 Day	£240
A012	Access Introduction	15 <sup>th</sup> /16 <sup>th</sup>		11 <sup>th</sup> 12 <sup>th</sup>	2 Days	£250
A021	Access Intermediate	8 <sup>th</sup>	11 <sup>th</sup>	2 <sup>nd</sup>	1 Day	£155
A031	Access Advanced	24 <sup>th</sup>	26 <sup>th</sup>	25 <sup>th</sup>	1 Day	£180
P011	PowerPoint Introduction	27 <sup>th</sup>	12 <sup>th</sup>	18 <sup>th</sup>	1 Day	£155
P021	PowerPoint Intermediate	15 <sup>th</sup>		26 <sup>th</sup>	1 Day	£180
PJ21	Microsoft Project Fast Track	22 <sup>nd</sup>	30 <sup>th</sup>		1 Day	£250
PJ22	Microsoft Project Introduction	16 <sup>th</sup> /17 <sup>th</sup>		29 <sup>th</sup> /30 <sup>th</sup>	2 Days	£295
PJ32	Microsoft Project Intermediate.	10 <sup>th</sup>	5 <sup>th</sup>	2 <sup>nd</sup>	1 Day	£250
FB11	Microsoft FrontPage		1 <sup>st</sup>		1 Day	£180
PU11	Microsoft Publisher		29 <sup>th</sup>		1 Day	£180
OU46	Microsoft Outlook		3 <sup>rd</sup>	17 <sup>th</sup>	½ Day	£75

**For information on the above or any additional courses: - Contact Training Sales on Tel: 02920 333000 or e-Mail [training@cwwales.com](mailto:training@cwwales.com)**

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**Are you Microsoft Windows Vista – Microsoft Office 2007 ready?**

**Also available**

- **FB12** - Microsoft FrontPage Intermediate
- **VA12** - VBA Application – Access / Excel
- **VB13** - Visual Basic Introduction
- **DR11** - Dreamweaver Introduction
- **CR11** - Crystal Report Introduction
- **CR22** - Crystal Report Intermediate

The above is a small selection of the courses we are able to provide.

We also offer Certified and Non-Certified courses covering the complete range of Microsoft server products.

Courses can be tailored to specific requirements.

On-site training also available.

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