

## PC Training Schedule Quarter 3/4, 2009

### Instructor Led Course



| Code | Course Title                    | September                          | October                            | November                         | December                         | Duration | Cost |
|------|---------------------------------|------------------------------------|------------------------------------|----------------------------------|----------------------------------|----------|------|
| W011 | Word Introduction               | 2 <sup>nd</sup>                    | 21 <sup>st</sup>                   | 13 <sup>th</sup>                 |                                  | 1 Day    | £155 |
| W021 | Word Intermediate               | 10 <sup>th</sup>                   | 5 <sup>th</sup>                    | 24 <sup>th</sup>                 | 18 <sup>th</sup>                 | 1 Day    | £155 |
| W031 | Word Advanced                   | 23 <sup>rd</sup>                   |                                    | 20 <sup>th</sup>                 |                                  | 1 Day    | £175 |
| EF11 | Excel Fast Track                | 9 <sup>th</sup>                    |                                    | 16 <sup>th</sup>                 | 7 <sup>th</sup>                  | 1 Day    | £240 |
| E012 | Excel Introduction              | 3 <sup>rd</sup> /4 <sup>th</sup>   | 6 <sup>th</sup> /7 <sup>th</sup>   | 4 <sup>th</sup> /5 <sup>th</sup> |                                  | 2 Days   | £250 |
| E021 | Excel Intermediate              | 20 <sup>th</sup>                   |                                    | 10 <sup>th</sup>                 | 9 <sup>th</sup>                  | 1 Day    | £155 |
| E031 | Excel Advanced                  |                                    | 16 <sup>th</sup>                   | 30 <sup>th</sup>                 |                                  | 1 Day    | £155 |
| AF11 | Access Fast Track               | 7 <sup>th</sup>                    |                                    | 9 <sup>th</sup>                  |                                  | 1 Day    | £240 |
| A012 | Access Introduction             | 15 <sup>th</sup> /16 <sup>th</sup> | 12 <sup>th</sup> /13 <sup>th</sup> |                                  | 3 <sup>rd</sup> /4 <sup>th</sup> | 2 Days   | £250 |
| A021 | Access Intermediate             | 21 <sup>st</sup>                   | 22 <sup>nd</sup>                   | 17 <sup>th</sup>                 | 15 <sup>th</sup>                 | 1 Day    | £155 |
| A031 | Access Advanced                 | 30 <sup>th</sup>                   |                                    | 25 <sup>th</sup>                 |                                  | 1 Day    | £180 |
| P011 | PowerPoint Introduction         | 21 <sup>th</sup>                   | 19 <sup>th</sup>                   |                                  | 2 <sup>nd</sup>                  | 1 Day    | £155 |
| P021 | PowerPoint Intermediate         |                                    | 30 <sup>th</sup>                   |                                  | 17 <sup>th</sup>                 | 1 Day    | £180 |
| PJ21 | Microsoft Project Fast Track    |                                    | 8 <sup>th</sup>                    | 19 <sup>th</sup>                 |                                  | 1 Day    | £250 |
| PJ22 | Microsoft Project Introduction  | 16 <sup>th</sup> /17 <sup>th</sup> | 26 <sup>th</sup> /27 <sup>th</sup> |                                  | 1 <sup>st</sup> /2 <sup>nd</sup> | 2 Days   | £295 |
| PJ32 | Microsoft Project Intermediate. | 10 <sup>th</sup>                   | 20 <sup>th</sup>                   | 26 <sup>th</sup>                 | 16 <sup>th</sup>                 | 1 Day    | £250 |
| FB11 | Microsoft FrontPage             |                                    | 9 <sup>th</sup>                    |                                  |                                  | 1 Day    | £180 |
| PU11 | Microsoft Publisher             | 1 <sup>st</sup>                    |                                    | 23 <sup>rd</sup>                 |                                  | 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@cwwales.com](mailto:training@cwwales.com)**