

# Perth Training Schedule

February - June 2011

TRAINING COURSE	LEVEL	DAYS	Feb-11	Mar-11	Apr-11	May-11	Jun-11
<b>Word Processing Courses</b>							
Word 2003	Intro	1	11	9	☎	4	8
Word 2003	Inter	1	2	29	20	☎	3
Word 2003	Adv	2	7-8	17-18	14-15	☎	9-10
Word 2007/10	Intro	1	11	24	18	30	22
Word 2007/10	Inter	1	17	25	19	31	23
Word 2007/10	Adv	2	7-8	17-18	14-15	☎	16-17
Excel 2003	Intro	1	17	10	11	9	3
Excel 2003	Inter	1	18	8	12	10	7
Excel 2003	Adv	2	24-25	21-22	☎	5-6	13-14
Excel VBA 2003	Intro	2	☎	14-15	☎	11-12	20-21
Excell 2007/10	Intro	1	9	4	7	2	1
Excell 2007/10	Inter	1	10	11	8	3	2
Excell 2007/10	Adv	2	24-25	21-22	☎	23-24	☎
Excel VBA 2007/10	Intro	2	☎	14-15	☎	11-12	☎
<b>Database Courses</b>							
Access 2003	Intro	1	☎	30	11	9	15
Access 2003	Inter	1	10	31	12	10	22
Access 2003	Adv	2	24-25	☎	18-19	30-31	☎
Access VBA 2003	Intro	2	☎	☎	☎	-	☎
Access 2007/10	Intro	1	21	30	21	19	☎
Access 2007/10	Inter	1	22	30	☎	20	☎
Access 2007/10	Adv	2	3-4	☎	18-19	☎	20-21
<b>Mail Courses</b>							
Outlook 2003	Intro	1	☎	☎	☎	☎	☎
Outlook 2003	Adv	1	☎	☎	☎	☎	☎
Outlook 2007/20	Intro/Inter	1	28	23	29	18	☎
<b>Project Management Courses</b>							
Project 2003	Intro	2	☎	24-25	28-29	16-17	28-29
Project 2007/10	Intro	2	☎	24-25	28-29	16-17	28-29
Visio 2007/10	Intro	1	2		6	☎	8
<b>Presentation Courses</b>							
PowerPoint 2003	Intro	1	15	16	13	☎	30
PowerPoint 2003	Adv	1	23	29	5	☎	☎
Publisher 2003	Intro	1	15	17	4	☎	☎
PowerPoint 2007/10	Intro	1	18	16	20	25	24
PowerPoint 2007/10	Adv	1	23	29	28	27	27
Publisher 2007/10	Intro	1	15	17	13	13	☎
<b>Upgrade Courses</b>							
Upgrade to Windows 7	Intro/Inter	1	16	28	27	26	7
Upgrade to MS Office 2010	Intro/Inter	1	16	28	27	26	☎