

# Sydney Training Schedule

## February - May 2011

TRAINING COURSE	LEVEL	DAYS	Feb-11	Mar-11	Apr-11	May-11
<b>Environment Courses</b>						
Windows 7	Intro/Inter	1	2	4	8	5
<b>Word Processing Courses</b>						
Word 2003	Intro/Inter	2	-	2 & 9	-	6 & 13
Word 2003	Adv	2	1 & 8	-	7 & 14	-
Word 2007 Long Documents	Adv	1	-	-	11	-
Word 2007	Intro/Inter	2	1 & 8	2 & 9	7 & 14	6 & 13
Word 2007	Adv	2	16 & 23	17 & 24	19 & 27	20 & 27
Word 2010 <b>NEW</b>	Intro/Inter	2	1 & 8	-	7 & 14	-
Word 2010 <b>NEW</b>	Adv	2	☎			
Acrobat	Intro/Inter	1	9	3	1	4
<b>Spreadsheet Courses</b>						
Excel 2003	Intro/Inter	2	3 & 10	1 & 8	4 & 11	5 & 12
Excel 2003	Adv	2	17 & 24	15 & 22	20 & 27	19 & 26
Excel 2007	Intro/Inter	2	7 & 14	4 & 11	5 & 12	2 & 9
Excel 2007	Adv	2	21 & 28	18 & 25	19 & 27	16 & 23
Excel 2010 <b>NEW</b>	Intro/Inter	2	7 & 14	4 & 11	5 & 12	2 & 9
Excel 2010 <b>NEW</b>	Adv	2	18 & 25	21 & 28	-	-
Excel Visual Basic Applications	Adv	2	-	30 & 31	-	10 & 11
<b>Design, Diagram &amp; Graphics Courses</b>						
PowerPoint 2003	Intro/Inter	1	-	7	-	3
PowerPoint 2003	Adv	1	25	-	13	-
PowerPoint 2007	Intro/Inter	1	11	7	6	3
PowerPoint 2007	Adv	1	25	14	13	17
PowerPoint 2010 <b>NEW</b>	Adv	1	22	23	21	24
Visio Professional 2002/03	Intro/Inter	1	☎			
Visio Professional 2007	Intro/Inter	1	22	16	15	24
Visio Professional 2010 <b>NEW</b>	Intro/Inter	1	24	10	18	30
Publisher 2003	Intro/Inter	1	☎			
Publisher 2007	Intro/Inter	1	23	-	28	-
Publisher 2010 <b>NEW</b>	Intro/Inter	1	-	-	29	-
<b>Upgrade to Office 2010 Courses (from 2003) half day sessions</b>						
Excel 2010	Inter	1-Feb	11 - AM session	3 - AM session	1 - AM session	6 - AM session
Word 2010	Inter	1-Feb	11 - PM session	3 - PM session	1 - PM session	6 - PM session
PowerPoint 2010	Inter	1-Feb	24 - AM session	22 - AM session	27 - AM session	23 - AM session
Outlook 2010	Inter	1-Feb	24 - PM session	22 - PM session	27 - PM session	23 - PM session
Office 2007 (Ex 03) New Features	Inter	1	☎			
Office 2010 (Ex 03) New Features	Inter	1	16	9	12	13

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<b>Database Courses</b>						
Access 2003/07	Intro/Inter	2	18 & 25 /1 & 8	7 & 14	21 & 29 / 6 & 13	4 & 11
Access 2003/07	Inter	1	10	17	18	25
Access 2003/07	Adv	2	-	21 & 28	20 & 27	-
Access 2010 <b>NEW</b>	Intro/Inter	2	1 & 8	16 & 23	21 & 28	19 & 26
Access Visual Basic Applications	Adv	2	-	-	14 & 15	-
<b>Mail &amp; Workgroup Courses</b>						
Lotus Notes 6 or 7 or 8	Intro/Inter	1	☎			
Outlook 2003	Intro/Inter	1	3	-	8	-
Outlook 2003	Adv	1	-	24	-	18
Outlook 2007	Intro/Inter	1	3	10	8	4
Outlook 2007	Adv	1	17	24	29	18
Outlook 2010 <b>NEW</b>	Intro/Inter	1	3	10	8	4
Outlook 2010 <b>NEW</b>	Adv	1	25	18	20	30
<b>Project Management Courses</b>						
Project 2002/03/07	Intro/Inter	2	2 & 3 or 21 & 22	1 & 2 or 24 & 25	4 & 5 or 18 & 19	5 & 6 or 23 & 24
Project 2002/03/07	Adv	1	-	29	-	-
Project 2010 Upgrade <b>NEW</b>	Inter	1	18	15	-	16
Project 2010 <b>NEW</b>	Intro/Inter	2	16 & 17	-	28 & 29	9 & 10
Mind Mapping	Intro/Inter	1	☎			
Crystal Reports 11 <b>NEW</b>	Intro/Inter	2	14 & 15	7 & 8	12 & 13	16 & 17
Crystal Reports 11 <b>NEW</b>	Adv	2	16 & 17	-	14 & 15	-
Prince2 Foundation	Intro/Inter	3	21 - 23	14 - 16	4-Jun	-
ITIL V3 Foundation	Intro/Inter	3	Feb 28 - Mar 2	21 - 23	18 - 20	23 - 25
<b>TRAINING COURSE</b>						
<b>Adobe, Quark &amp; Macromedia Courses</b>						
Adobe InDesign CS4/5 Essentials	Intro/Inter	2	2 & 3 or 23 & 24	3 & 4 or 24 & 25	4 & 5 or 28 & 29	9 & 10 or 19 & 20
Adobe InDesign CS4/5	Adv	2	-	10 & 11	-	11 & 12
Adobe Premier Pro 9 Essentials	Intro/Inter	2	14 & 15	21 & 22	-	9 & 10
Adobe Illustrator CS4/5 Essentials	Intro/Inter	2	7 & 8	1 & 2	Mar 31 & Apr 1	4 & 5
Adobe Photoshop CS4/5 Essentials	Intro/Inter	2	21 & 22	16 & 17	7 & 8	19 & 20
Adobe Dreamweaver Essentials	Intro/Inter	2	8 & 9	22 & 23	12 & 13	10 & 11
Adobe Acrobat 8/9	Intro/Inter	1	11	23	-	13
Captivate 5 Essentials	Intro/Inter	2	23 & 24	29 & 30	-	3 & 4
Adobe Flash CS4/5 Essentials	Intro/Inter	2	10 & 11	9 & 10	5 & 6	5 & 6
Search Engine Optimisation Essent	Intro/Inter	1	15	15	19	24
<b>Management and Personal Development Courses ( run with a minimum of 4 participants )</b>						
Manage Your Day	Intro/Inter	1	4	-	6	7
Customer Service Essentials	Intro/Inter	1	-	10	-	12
Business Writing	Intro/Inter	1	9	16	20	19
Project Management Essentials	Intro/Inter	1	10	-	18	-
Negotiation for Sales People	Intro/Inter	1	18	-	19	-
Business Presentation Skills	Intro/Inter	1	-	30	-	27
Personal Effectiveness	Intro/Inter	1	-	31	-	30