


November 2010

Mon	Tue	Wed	Thu	Fri
1 PowerPoint 2007 Level 1	2 Effective Presentations	3 Intro to Windows XP	4	5 Excel 2003 Level 3
8 Outlook 2007 Level 1	9 Excel 2007 Level 3	10 Word 2007 Level 1	11 Word 2003 Level 2	12 PowerPoint 2003 Level 2
15 Publisher 2007 Level 1	16 Word 2007 Level 1	17 Access 2003 Level 1	18 Excel 2007 Level 2	19 Excel 2007 Level 1
22 Word 2007 Level 2	23 Access 2007 Level 3	24	 25	26
29 PowerPoint 2007 Level 2	30 Outlook 2007 Level 2	1 Word 2007 Level 2	2 Effective Management	3 Word 2010 Level 1

Commonwealth Computer Training

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Rachel Sterling Stone, *Director of Operations, Microsoft Office Specialist Master Instructor*

SOFT SKILLS CLASSES

November 2 Effective Presentations
One-day (6 hours) 9:00 AM—4:00 PM

Contact Rachel Stone at 288-8331 for details.

Our schedule is flexible and subject to change. If you don't see the dates you need please contact us, we are happy to work with you!

Courses Offered

- 2003, 2007 & 2010 Versions of Microsoft Access, Excel, PowerPoint, Word, Outlook, Publisher
- Introductory Windows and Keyboarding classes for beginners
- QuickBooks, Project, Illustrator, Crystal Reports and more.
- What's New Office 2007 & Transition to Office 2010 half-day classes: Word, Excel, PowerPoint, Access, and Outlook
- Soft skills in customer service, communicating, project management and more.

E-LEARNING

- Self-paced online learning
- Learn from your home, office or anyplace with an Internet connection
- Multiple levels and languages available

Course Information

- 6-hour training courses cost \$215, and last from 9 AM to 4 PM with an hour break for lunch. Our 3-hour courses cost \$155 and last from 9 AM to Noon or 1:00 to 4:00 PM.
- 6-hour and 3-hour classes include a take-home training manual, a Certificate of Completion, and contact your instructor after your training with questions.
- Custom designed training available — contact us for a consultation.
- To register, contact us for a Registration Form, or visit our website at www.commonwealthcomputertraining.com.
- Not sure which class is right for you? We offer free skill assessments to place you in the right class.
- Quantity discounts available.