

# Software

TRAINING CENTER

# SUMMER 2010 COURSE SCHEDULE

<b>COMPUTER BASICS</b>					<b>MICROSOFT OFFICE</b>							
<b>PC Basics</b> <i>XP or 7</i>		<b>Win XP</b> <i>Intro</i>		<b>Vista</b> <i>Intro</i>		<b>Windows 7</b> <i>From XP</i> <i>Intro</i>		<b>Moving to Office 2007</b> <i>Half-Day</i> <i>Full-Day</i>		<b>Office 2010</b> <i>From 2003</i> <i>From 2007</i>		
JUL	Thu 1				Tue 6					Thu 1		
AUG	Fri 6	Call		Call	Wed 4		Call	Call	Call	Thu 12	Call	
SEP	Thu 2	for		for	Thu 9		for	For	for	Thu 2	For	
OCT	Fri 1	Dates		Dates	Mon 4		Dates	Topics	Dates	Wed 6	Topics	
	Online Anytime				Online Anytime			Online Anytime				
<b>WORD</b>						<b>ACROBAT</b>						
<b>2003</b>			<b>2007</b>			<b>2010</b>			<b>8.0 &amp; 9.0</b>			
	<i>Intro</i>	<i>Interm</i>	<i>Adv</i>	<i>Intro</i>	<i>Interm</i>	<i>Adv</i>	<i>First Look</i>	<i>Intro</i>	<i>Forms</i>			
JUL	Thu 15	Thu 17		Tue 6	Tue 13		Mon 12	Thu 29				
AUG	Tue 10	Tue 22	Call	Wed 4	Wed 11	Call	Tue 3	Wed 25	Call			
SEP	Wed 15	Wed 22	for	Thu 9	Thu 16	for	Wed 1	Mon 27	For			
OCT	Thu 14	Thu 21	Dates	Tue 5	Tue 12	Dates	Mon 4	Wed 27	Info			
	Online Anytime			Online Anytime			Online Anytime					
<b>EXCEL</b>						<b>VISIO</b>						
<b>2003</b>			<b>2007</b>			<b>2010</b>			<b>2007</b>			
	<i>Intro (2)</i>	<i>Interm</i>	<i>Adv</i>	<i>Intro</i>	<i>Interm</i>	<i>Adv</i>	<i>First Look</i>	<i>Intro</i>	<i>Adv</i>			
JUL	Wed 7-8	Thu 15		Wed 14	Wed 21		Tue 20	Tue 27				
AUG	Mon 2-3	Wed 11	Call	Tue 10	Wed 18	Call	Mon 9	Tue 31	Call			
SEP	Wed 8-9	Thu 16	for	Tue 14	Tue 21	for	Tue 7	Tue 28	for			
OCT	Tue 5-6	Tue 12	Dates	Wed 13	Wed 20	Dates	Mon 18	Thu 28	Dates			
	Online Anytime			Online Anytime			Online Anytime					
<b>ACCESS</b>						<b>CRYSTAL</b>						
<b>2003</b>			<b>2007</b>			<b>2010</b>			<b>Crystal Reports</b>			
	<i>Intro (2)</i>	<i>Interm</i>	<i>Adv</i>	<i>Intro (2)</i>	<i>Interm</i>	<i>Adv</i>	<i>First Look</i>	<i>Intro (2)</i>	<i>Interm (2)</i>			
JUL	Mon 12-13	Thu 22		Mon 19-20	Wed 28							
AUG	Wed 4-5	Thu 19	Call	Mon 16-17	Thu 26	Call	Mon 30-31	Call	Call			
SEP	Mon 13-14	Tue 21	for	Wed 22-23	Wed 29	for	Mon 27-28	for	for			
OCT	Wed 13-14	Thu 21	Dates	Tue 19-20	Wed 27	Dates	Mon 25-26	Dates	Dates			
	Online Anytime			Online Anytime			Online Anytime					
<b>POWERPOINT</b>					<b>PUBLISHER</b>		<b>PROJECT</b>					
<b>2003</b>		<b>2007</b>		<b>2010</b>	<b>2007</b>	<b>2010</b>	<b>2003</b>	<b>2007</b>				
	<i>Intro</i>	<i>Adv</i>	<i>Intro</i>	<i>Adv</i>	<i>First Look</i>	<i>Intro</i>	<i>Intro</i>	<i>Intro (2)</i>	<i>Intro (2)</i>			
JUL	Wed 14		Thu 8		Thu 22				Mon 26-27			
AUG	Thu 12	Call	Thu 5	Call	Thu 19	Call	Call	Call	Mon 23-24			
SEP	Mon 20	for	Wed 15	for	Mon 13	for	For	for	Wed 29-30			
OCT	Tue 19	Dates	Thu 7	Dates	Mon 18	Dates	Topics	Dates	Mon 25-26			
	Online Anytime				Online Anytime		Online Anytime					
<b>OUTLOOK</b>					<b>SHAREPOINT 07</b>		<b>2010</b>					
<b>2003</b>		<b>2007</b>		<b>2010</b>	<b>End User</b>	<b>InfoPath</b>	<b>End User</b>	<b>InfoPath</b>				
	<i>Intro</i>	<i>Adv</i>	<i>Intro</i>	<i>Adv</i>	<i>First Look</i>	<i>Forms</i>		<i>Forms</i>				
JUL	Fri 9		Fri 16		Mon 26							
AUG	Mon 9	Call	Mon 16	Call	Tue 24	Call	Call	Call				
SEP	Fri 10	for	Fri 17	for	Mon 20	for	for	for				
OCT	Thu 7	Dates	Mon 18	Dates	Thu 14	Dates	Dates	Dates				
	Online Anytime		Online Anytime		Online Anytime							

Class Hours: 8:30 am – 3:30 pm • Custom Classes Available

Course Outlines Are Available • Reservations Call: 800-310-1640 • email: register@stcweb.com