

COMPUTER BASICS					OFFICE TRANSITION									
JAN FEB MAR APR	PC Basics		Windows 7		Win XP	Moving to Office 2010		Office 365						
	XP or 7		From XP	Intro	Adv	Half-Day	Full-Day	Half-Day	Full-Day					
	Tue 3						Wed 4							
	Fri 3		Call	Call	Call	Call	Thu 2	Call	Call					
	Mon 5		for	for	for	For	Wed 7	For	For					
	Tue 3		Dates	Dates	Dates	Dates	Wed 4	Dates	Dates					
<i>Online Anytime</i>					<i>Online Anytime</i>									
WORD					VISIO			ACROBAT						
JAN FEB MAR APR	2010			2007	2003	2010		8.0 & 9.0						
	Intro	Interm	Adv	All Levels	All Levels	Intro	Adv	Intro	Forms					
	Mon 9	Tue 17				Tue 31		Mon 30						
	Thu 9	Thu 16	Tue 21	Call	Call	Mon 27	Call	Tue 28	Call					
	Tue 6	Tue 13		for	for	Wed 28	for	Tue 27	For					
	Tue 10	Tue 17	Tue 24	Dates	Dates	Mon 30	Dates	Mon 23	Dates					
<i>Online Anytime</i>					<i>Online Anytime</i>			<i>Online Anytime</i>						
EXCEL					PowerPivot 2010		2007		2003		PROJECT			
JAN FEB MAR APR	2010			Basics	Data	All Levels	All Levels	2010		2007				
	Intro	Interm	Adv					Intro (2)	Intro (2)					
	Tue 10	Wed 18				Call	Call	Mon 30-31						
	Mon 6	Mon 13	Mon 27	Call	Call	Call	Call	Tue 28-29	Call					
	Thu 8	Thu 22		for	for	for	for	Mon 19-20	for					
	Thu 5	Thu 19	Wed 25	Dates	Dates	Dates	Dates	Thu 19-20	Dates					
<i>Online Anytime</i>					<i>Online Anytime</i>		<i>Online Anytime</i>		<i>Online Anytime</i>					
ACCESS					2007		2003		CRYSTAL				HTML	
JAN FEB MAR APR	2010			All Levels	All Levels	Crystal Reports		HTM5		Changes		Design(3)		
	Intro (2)	Interm	Adv			Intro (2)	Interm (2)	Intro (2)	Interm (2)					
	Thu 12-13	Wed 25				Call	Call	Call	Call	Call	Call	Call	Call	
	Tue 7-8	Wed 15	Wed 29	Call	Call	Call	Call	Call	Call	Call	Call	Call	Call	
	Wed 14-15	Wed 21		for	for	for	for	for	for	for	for	for		
	Wed 11-12	Wed 18	Wed 25	Dates	Dates	Dates	Dates	Dates	Dates	Dates	Dates	Dates		
<i>Online Anytime</i>					<i>Online Anytime</i>		<i>Online Anytime</i>		<i>Online Anytime</i>					
POWERPOINT			CAPTIVATE		PUBLISHER		PHOTOSHOP							
JAN FEB MAR APR	2010		2007	5.0	2010		2007		CS5					
	Intro	Adv	All Levels	Essentials	Adv	Intro	Intro	Intro(2)	Web					
	Fri 20	Fri 27												
	Tue 14		Call	Call	Call	Call	Call	Call	Call	Call				
	Mon 19	Mon 26	for	for	for	for	for	for	for					
	Mon 16		Dates	Dates	Dates	Dates	Dates	Dates	Dates					
<i>Online Anytime</i>			<i>Online Anytime</i>		<i>Online Anytime</i>			<i>Online Anytime</i>						
OUTLOOK				LYNC		SHAREPOINT 2010			INFOPATH					
JAN FEB MAR APR	2010		2007	2003	2010	End User		Designer	2010					
	Intro	Adv	All Levels	All Levels	End User	½ Day	Full Day	Intro (2)	Forms					
	Thu 19	Thu 26						Thu 5-6	Mon 23-24					
	Fri 24		Call	Call	Call	Call	Thu 26	Thu 23-24	Tue 21-22					
	Mon 12	Fri 23	for	for	for	for	Thu 29	Mon 26-27	Thu 29-30					
	Wed 18		Dates	Dates	Dates	Dates	Thu 26	Thu 26-27	Mon 23-24					
<i>Online Anytime</i>				<i>Online Anytime</i>		<i>Online Anytime</i>			<i>Online Anytime</i>					

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