

**MS Office 2003 3-Hour Classes****July 2008**

Access 1	July 17	8:30-11:30
Access 2	July 17	12:30-3:30
Access 3	Call	To Schedule
Excel 1	July 08	8:30-11:30
Excel 2	July 08	12:30-3:30
Excel 3	Call	8:30-11:30
Excel Macros	Call	12:30-3:30
PowerPt 1	July 16	12:30-3:30
PowerPt 2	July 29	8:30-11:30
Word 1	July 14	8:30-11:30
Word 2	Call	8:30-11:30

**MS Office 2003 3-Hour Classes****Aug 2008**

Access 1	Aug 21	8:30-11:30
Access 2	Aug 21	12:30-3:30
Access 3	Call	8:30-11:30
Excel 1	Aug 12	8:30-11:30
Excel 2	Aug 12	12:30-3:30
Excel 3	Aug 29	8:30-11:30
Excel Macros	Aug 29	12:30-3:30
PowerPt 1	Aug 20	12:30-3:30
PowerPt 2	Call	12:30-3:30
Word 1	Aug 18	8:30-11:30
Word 2	Call	12:30-3:30

**MS Office 2003 3-Hour Classes****Sept 2008**

Access 1	Sept 18	8:30-11:30
Access 2	Sept 18	12:30-3:30
Access 3	Call	8:30-11:30
Excel 1	Sept 09	8:30-1:30
Excel 2	Sept 09	12:30-3:30
Excel 3	Call	8:30-11:30
Excel Macros	Call	12:30-3:30
PowerPt 1	Sept 22	12:30-3:30
PowerPt 2	Call	12:30-3:30
Word 1	Sept 15	8:30-11:30
Word 2	Call	12:30-3:30

**MS Office 2003 6-Hour Classes**

Access 1	July 22	8:30-3:30
Access 2	July 24	8:30-3:30
Excel 1	July 03	8:30-3:30
Excel 2	July 10	8:30-3:30
PowerPt 1	July 23	8:30-3:30
PowerPt 2	Call	8:30-3:30
Word 1	Call	8:30-3:30
Word 2	Call	8:30-3:30

**MS Office 2003 6-Hour Classes**

Access 1	Aug 26	8:30-3:30
Access 2	Aug 28	8:30-3:30
Excel 1	Aug 07	8:30-3:30
Excel 2	Aug 14	8:30-3:30
PowerPt 1	Aug 27	8:30-3:30
PowerPt 2	Call	8:30-3:30
Word 1	Call	8:30-3:30
Word 2	Call	8:30-3:30

**MS Office 2003 6-Hour Classes**

Access 1	Sept 23	8:30-3:30
Access 2	Sept 25	8:30-3:30
Excel 1	Sept 04	8:30-3:30
Excel 2	Sept 11	8:30-3:30
PowerPt 1	Sept 24	8:30-3:30
PowerPt 2	Call	8:30-3:30
Word 1	Call	8:30-3:30
Word 2	Call	8:30-3:30

**MS Office 2007 3-Hour Classes**

Access 1 (6 hours)	July 15	8:30-3:30
Access 2 (6 hours)	Call	8:30-3:30
Excel New Features	July 02	8:30-11:30
Excel 1	July 01	8:30-11:30
Excel 2	July 16	8:30-11:30
PowerPt New Features	July 09	12:30-3:30
PowerPt 1	July 09	8:30-11:30
Word New Features	July 02	12:30-3:30
Word 1	July 01	12:30-3:30

**MS Office 2007 3-Hour Classes**

Access 1 (6 hours)	Aug 19	8:30-3:30
Access 2 (6 hours)	Call	8:30-3:30
Excel New Features	Aug 06	8:30-11:30
Excel 1	Aug 05	8:30-11:30
Excel 2	Aug 20	8:30-11:30
PowerPt New Features	Aug 13	12:30-3:30
PowerPt 1	Aug 13	8:30-11:30
Word New Features	Aug 06	12:30-3:30
Word 1	Aug 05	12:30-3:30

**MS Office 2007 3-Hour Classes**

Access 1 (6 hours)	Sept 16	8:30-3:30
Access 2 (6 hours)	Call	8:30-3:30
Excel New Features	Sept 03	8:30-11:30
Excel 1	Sept 02	8:30-11:30
Excel 2	Sept 22	8:30-11:30
PowerPt New Features	Sept 10	12:30-3:30
PowerPt 1	Sept 10	8:30-11:30
Word New Features	Sept 03	12:30-3:30
Word 1	Sept 02	12:30-3:30

[www.pcs-train.com](http://www.pcs-train.com)

**Office 2007 6 hour classes**  
**Level 1 and 2 available upon request.**

**Call (517) 784-0637**  
**to Schedule Classes**

**Practical Computer Solutions**  
**950 W. Monroe St., Suite G-100**  
**Jackson, MI 49202**