

Productivity

Only 20% of the features in Microsoft Office 97 were utilized. You might be surprised but this has not changed. Employees still only use 20% of the features in Microsoft Office 2003. If we could increase your employee's productivity by just 10%, this would make a tremendous difference for your Company and for the employee.

We offer small classes with a maximum of 8 people in a class. Each person has their own PC. The instructor leads the class with computer projected exercises that support the class courseware.

Class courseware is included at no additional charge.



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Permit No 92

Practical Computer Solutions

Suite G-100
950 W Monroe Street
Jackson, MI 49202
www.pcs-train.com



TRAINING SOLUTIONS AVAILABLE

Featuring:
New 3-Hour Classes in Microsoft Office for \$115 per class.



"All You Can Eat Menu"

A student can select six 3-Hour Classes to take within a year for \$550 and save \$140.



Our regular 6-Hour Classes are still available at \$190 per class. A student can select six 6-Hour Classes to take within a year for \$940 and save \$200.

Check out our current schedule inside this brochure. Course Descriptions at

www.pcs-train.com



Practical Computer Solutions
www.pcs-train.com
sharon@pcs-train.com
(517) 784-0637

Training Solutions . . . Your Place or Ours!

MS Office 2003 3-Hour Classes

Apr 2009

| | | |
|--------------|--------|-------------|
| Access 3 | Call | To Schedule |
| Excel 1 | Apr 09 | 8:30-11:30 |
| Excel 2 | Apr 09 | 12:30-3:30 |
| Excel 3 | Call | 8:30-11:30 |
| Excel Macros | Call | 12:30-3:30 |
| PowerPt 1 | Apr 02 | 8:30-11:30 |
| PowerPt 2 | Apr 02 | 12:30-3:30 |
| Word 1 | Apr 08 | 8:30-11:30 |
| Word 2 | Apr 08 | 12:30-3:30 |

MS Office 2003 3-Hour Classes

May 2009

| | | |
|--------------|--------|------------|
| Access 3 | Call | 8:30-11:30 |
| Excel 1 | May 07 | 8:30-11:30 |
| Excel 2 | May 07 | 12:30-3:30 |
| Excel 3 | Call | 8:30-11:30 |
| Excel Macros | Call | 12:30-3:30 |
| PowerPt 1 | May 26 | 8:30-11:30 |
| PowerPt 2 | May 26 | 12:30-3:30 |
| Word 1 | May 06 | 8:30-11:30 |
| Word 2 | May 06 | 12:30-3:30 |

MS Office 2003 3-Hour Classes

June 2009

| | | |
|--------------|---------|------------|
| Access 3 | Call | 8:30-11:30 |
| Excel 1 | June 09 | 8:30-1:30 |
| Excel 2 | June 09 | 12:30-3:30 |
| Excel 3 | Call | 8:30-11:30 |
| Excel Macros | Call | 12:30-3:30 |
| PowerPt 1 | June 25 | 8:30-11:30 |
| PowerPt 2 | June 25 | 12:30-3:30 |
| Word 1 | June 04 | 8:30-11:30 |
| Word 2 | June 04 | 12:30-3:30 |

MS Office 2003 6-Hour Classes

| | | |
|-----------|--------|-----------|
| Access 1 | Apr 21 | 8:30-3:30 |
| Access 2 | Apr 28 | 8:30-3:30 |
| Excel 1 | Apr 15 | 8:30-3:30 |
| Excel 2 | Apr 16 | 8:30-3:30 |
| PowerPt 1 | Apr 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 | May 19 | 8:30-3:30 |
| Access 2 | May 27 | 8:30-3:30 |
| Excel 1 | May 13 | 8:30-3:30 |
| Excel 2 | May 14 | 8:30-3:30 |
| PowerPt 1 | May 21 | 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 | June 17 | 8:30-3:30 |
| Access 2 | June 30 | 8:30-3:30 |
| Excel 1 | June 11 | 8:30-3:30 |
| Excel 2 | June 16 | 8:30-3:30 |
| PowerPt 1 | June 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 2007 3-Hour Classes

| | | |
|----------------------|--------|------------|
| Access 1 (6 hours) | Apr 29 | 8:30-3:30 |
| Access 2 (6 hours) | Call | 8:30-3:30 |
| Excel New Features | Apr 01 | 8:30-11:30 |
| Excel 1 | Apr 07 | 8:30-11:30 |
| Excel 2 | Apr 14 | 8:30-11:30 |
| PowerPt New Features | Apr 22 | 8:30-11:30 |
| PowerPt 1 | Apr 22 | 12:30-3:30 |
| Word New Features | Apr 01 | 12:30-3:30 |
| Word 1 | Apr 07 | 12:30-3:30 |

MS Office 2007 3-Hour Classes

| | | |
|----------------------|--------|------------|
| Access 1 (6 hours) | May 28 | 8:30-3:30 |
| Access 2 (6 hours) | Call | 8:30-3:30 |
| Excel New Features | May 04 | 8:30-11:30 |
| Excel 1 | May 05 | 8:30-11:30 |
| Excel 2 | May 12 | 8:30-11:30 |
| PowerPt New Features | May 20 | 8:30-11:30 |
| PowerPt 1 | May 20 | 12:30-3:30 |
| Word New Features | May 04 | 12:30-3:30 |
| Word 1 | May 05 | 12:30-3:30 |

MS Office 2007 3-Hour Classes

| | | |
|----------------------|---------|------------|
| Access 1 (6 hours) | June 24 | 8:30-3:30 |
| Access 2 (6 hours) | Call | 8:30-3:30 |
| Excel New Features | June 02 | 8:30-11:30 |
| Excel 1 | June 03 | 8:30-11:30 |
| Excel 2 | June 10 | 8:30-11:30 |
| PowerPt New Features | June 18 | 8:30-11:30 |
| PowerPt 1 | June 18 | 12:30-3:30 |
| Word New Features | June 02 | 12:30-3:30 |
| Word 1 | June 03 | 12:30-3:30 |

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

Call (517) 784-0637
to Schedule Classes

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