

Productivity

You might be surprised but employees only use 20% of the features in Microsoft Office. 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.



Practical Computer Solutions

Suite G-100
950 W Monroe Street
Jackson, MI 49202

www.pcs-train.com

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New!

Office 2007 Productivity Seminar

Our 3-hour seminar will help you increase your productivity in Office 2007! Discover what is new and great in Word, Excel and PowerPoint. Our special price for this seminar is \$75.00. Schedule is at our website - www.pcs-train.com or give us a call.

Plus!

Our regular 3-hour classes are available in MS Office 2003 and 2007 for \$115. We also offer 6-hour classes in Office 2003 and 2007 for \$190.

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

**MS Office 2003 3-Hour Classes
July 2009**

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 22	8:30-11:30
PowerPt 2	July 28	8:30-11:30
Word 1	July 07	8:30-11:30
Word 2	July 07	12:30-3:30

**MS Office 2003 3-Hour Classes
Aug 2009**

Access 3	Call	8:30-11:30
Excel 1	Aug 11	8:30-11:30
Excel 2	Aug 11	12:30-3:30
Excel 3	Call	8:30-11:30
Excel Macros	Call	12:30-3:30
PowerPt 1	Aug 27	8:30-11:30
PowerPt 2	Aug 27	12:30-3:30
Word 1	Aug 06	8:30-11:30
Word 2	Aug 06	12:30-3:30

**MS Office 2003 3-Hour Classes
Sept 2009**

Access 3	Call	8:30-11:30
Excel 1	Sept 08	8:30-11:30
Excel 2	Sept 08	12:30-3:30
Excel 3	Call	8:30-11:30
Excel Macros	Call	12:30-3:30
PowerPt 1	Sept 29	8:30-11:30
PowerPt 2	Sept 29	12:30-3:30
Word 1	Sept 03	8:30-11:30
Word 2	Sept 03	12:30-3:30

Access 2003 or 2007 6-Hour Classes

Access 2003 1	July 15	8:30-3:30
Access 2003 2	July 30	8:30-3:30
Access 2007 1	July 16	8:30-3:30
Access 2007 2	July 23	8:30-3:30

Access 2003 or 2007 6-Hour Classes

Access 2003 1	Aug 12	8:30-3:30
Access 2003 2	Aug 31	8:30-3:30
Access 2007 1	Aug 18	8:30-3:30
Access 2007 2	Aug 26	8:30-3:30

Access 2003 or 2007 6-Hour Classes

Access 2003 1	Sept 09	8:30-3:30
Access 2003 2	Sept 30	8:30-3:30
Access 2007 1	Sept 16	8:30-3:30
Access 2007 2	Sept 24	8:30-3:30

MS Office 2007 3-Hour Classes

Excel New Features	July 01	8:30-11:30
Excel 1	July 02	8:30-11:30
Excel 2	July 09	8:30-11:30
PowerPt New Features	July 21	8:30-11:30
PowerPt 1	July 21	12:30-3:30
Word New Features	July 01	12:30-3:30
Word 1	July 02	12:30-3:30
Word 2	July 13	8:30-11:30
Office 2007 Seminar	July 09	2:00-5:00
Office 2007 Seminar	July 14	8:30-11:30
Office 2007 Seminar	July 22	1:00-4:00
Office 2007 Seminar	July 29	8:30-11:30

MS Office 2007 3-Hour Classes

Excel New Features	Aug 04	8:30-11:30
Excel 1	Aug 05	8:30-11:30
Excel 2	Aug 13	8:30-11:30
PowerPt New Features	Aug 20	8:30-11:30
PowerPt 1	Aug 20	12:30-3:30
Word New Features	Aug 04	12:30-3:30
Word 1	Aug 05	12:30-3:30
Word 2	Aug 19	8:30-11:30
Office 2007 Seminar	Aug 13	2:00-5:00
Office 2007 Seminar	Aug 19	12:30-3:30
Office 2007 Seminar	Aug 24	2:00-5:00
Office 2007 Seminar	Aug 25	8:30-11:30

MS Office 2007 3-Hour Classes

Excel New Features	Sept 01	8:30-11:30
Excel 1	Sept 02	8:30-11:30
Excel 2	Sept 10	8:30-11:30
PowerPt New Features	Sept 22	8:30-11:30
PowerPt 1	Sept 22	12:30-3:30
Word New Features	Sept 01	12:30-3:30
Word 1	Sept 02	12:30-3:30
Word 2	Sept 15	8:30-11:30
Office 2007 Seminar	Sept 10	2:00-5:00
Office 2007 Seminar	Sept 14	12:30-3:30
Office 2007 Seminar	Sept 17	9:00-Noon
Office 2007 Seminar	Sept 23	8:30-11:30

www.pcs-train.com
Six hour classes
available upon request.

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

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