

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

Oct 2009 Schedule

MS Office 2003 3-Hour Classes

Access 2003 3	Call	To Schedule
Excel 1	Oct 06	8:30-11:30
Excel 2	Oct 06	12:30-3:30
Excel 3	Oct 14	8:30-11:30
Excel Macros	Oct 14	12:30-3:30
PowerPt 1	Oct 20	8:30-11:30
PowerPt 2	Oct 20	12:30-3:30
Word 1	Oct 21	8:30-11:30
Word 2	Oct 21	12:30-3:30

Access 2003 or 2007 6-Hour Classes

Access 2003 1	Oct 13	8:30-3:30
Access 2003 2	Oct 22	8:30-3:30
Access 2007 1	Oct 08	8:30-3:30
Access 2007 2	Oct 28	8:30-3:30

MS Office 2007 3-Hour Classes

Access 2007 1	Call	To Schedule
Excel New Features	Oct 01	8:30-11:30
Excel 1	Oct 07	8:30-11:30
Excel 2	Oct 07	12:30-3:30
PowerPt New Features	Oct 05	8:30-11:30
PowerPt 1	Oct 29	8:30-11:30
PowerPt 2	Oct 29	12:30-3:30
Word New Features	Oct 01	12:30-3:30
Word 1	Oct 19	8:30-11:30
Word 2	Oct 19	12:30-3:30

www.pcs-train.com

Six hour classes
available upon request.

Nov 2009 Schedule

MS Office 2003 3-Hour Classes

Access 2003 3	Call	To Schedule
Excel 1	Nov 04	8:30-11:30
Excel 2	Nov 04	12:30-3:30
Excel 3	Nov 18	8:30-11:30
Excel Macros	Nov 18	12:30-3:30
PowerPt 1	Nov 17	8:30-11:30
PowerPt 2	Call	To Schedule
Word 1	Call	To Schedule
Word 2	Call	To Schedule

Access 2003 or 2007 6-Hour Classes

Access 2003 1	Nov 12	8:30-3:30
Access 2003 2	Nov 24	8:30-3:30
Access 2007 1	Nov 10	8:30-3:30
Access 2007 2	Nov 19	8:30-3:30

MS Office 2007 3-Hour Classes

Access 2007 3	Call	To Schedule
Excel New Features	Nov 03	8:30-11:30
Excel 1	Nov 05	8:30-11:30
Excel 2	Nov 05	12:30-3:30
PowerPt New Features	Nov 16	8:30-11:30
PowerPt 1	Nov 17	12:30-3:30
PowerPt 2	Call	To Schedule
Word New Features	Nov 03	12:30-3:30
Word 1	Nov 11	8:30-11:30
Word 2	Nov 11	12:30-3:30

Call (517) 784-0637
to Schedule Classes

Dec 2009 Schedule

MS Office 2003 3-Hour Classes

Access 2003 3	Call	To Schedule
Excel 1	Dec 02	8:30-11:30
Excel 2	Dec 02	12:30-3:30
Excel 3	Call	8:30-11:30
Excel Macros	Call	12:30-3:30
PowerPt 1	Dec 16	8:30-11:30
PowerPt 2	Call	To Schedule
Word 1	Call	To Schedule
Word 2	Call	To Schedule

Access 2003 or 2007 6-Hour Classes

Access 2003 1	Dec 10	8:30-3:30
Access 2003 2	Dec 22	8:30-3:30
Access 2007 1	Dec 08	8:30-3:30
Access 2007 2	Dec 17	8:30-3:30

MS Office 2007 3-Hour Classes

Access 2007 3	Call	To Schedule
Excel New Features	Dec 01	8:30-11:30
Excel 1	Dec 03	8:30-11:30
Excel 2	Dec 03	12:30-3:30
PowerPt New Features	Dec 15	8:30-11:30
PowerPt 1	Dec 16	12:30-3:30
PowerPt 2	Call	To Schedule
Word New Features	Dec 01	12:30-3:30
Word 1	Dec 09	8:30-11:30
Word 2	Dec 09	12:30-3:30

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