

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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Check Out Our New
Office 2007 Seminar

TRAINING SOLUTIONS AVAILABLE

Look!

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. More information 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
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(517) 784-0637

January 2010 Schedule

MS Office 2003 3-Hour Classes

Access 2003 3	Call	To Schedule
Excel 1	Jan 06	8:30-11:30
Excel 2	Jan 06	12:30-3:30
Excel 3	Call	To Schedule
Excel Macros	Call	To Schedule
PowerPt 1	Jan 28	8:30-11:30
PowerPt 2	Jan 28	12:30-3:30
Word 1	Jan 26	8:30-11:30
Word 2	Jan 26	12:30-3:30

Access 2003 or 2007 6-Hour Classes

Access 2003 1	Jan 13	8:30-3:30
Access 2003 2	Jan 19	8:30-3:30
Access 2007 1	Jan 18	8:30-3:30
Access 2007 2	Jan 27	8:30-3:30

MS Office 2007 3-Hour Classes

Access 2007 3	Call	To Schedule
Excel New Features	Jan 07	8:30-11:30
Excel 1	Jan 12	8:30-11:30
Excel 2	Jan 12	12:30-3:30
PowerPt New Features	Jan 14	8:30-11:30
PowerPt 1	Jan 20	8:30-11:30
PowerPt 2	Call	To Schedule
Word New Features	Jan 07	12:30-3:30
Word 1	Jan 21	8:30-11:30
Word 2	Jan 21	12:30-3:30

www.pcs-train.com

Six hour classes
available upon request.

February 2010 Schedule

MS Office 2003 3-Hour Classes

Access 2003 3	Call	To Schedule
Excel 1	Feb 09	8:30-11:30
Excel 2	Feb 09	12:30-3:30
Excel 3	Call	To Schedule
Excel Macros	Call	To Schedule
PowerPt 1	Feb 17	8:30-11:30
PowerPt 2	Feb 17	12:30-3:30
Word 1	Call	To Schedule
Word 2	Call	To Schedule

Access 2003 or 2007 6-Hour Classes

Access 2003 1	Feb 16	8:30-3:30
Access 2003 2	Feb 23	8:30-3:30
Access 2007 1	Feb 10	8:30-3:30
Access 2007 2	Feb 18	8:30-3:30

MS Office 2007 3-Hour Classes

Access 2007 3	Call	To Schedule
Excel New Features	Feb 02	8:30-11:30
Excel 1	Feb 04	8:30-11:30
Excel 2	Feb 04	12:30-3:30
PowerPt New Features	Feb 11	8:30-11:30
PowerPt 1	Feb 11	12:30-3:30
PowerPt 2	Call	To Schedule
Word New Features	Feb 02	12:30-3:30
Word 1	Feb 24	8:30-11:30
Word 2	Feb 24	12:30-3:30

Call (517) 784-0637
to Schedule Classes

March 2010 Schedule

MS Office 2003 3-Hour Classes

Access 2003 3	Call	To Schedule
Excel 1	Mar 09	8:30-11:30
Excel 2	Mar 09	12:30-3:30
Excel 3	Call	To Schedule
Excel Macros	Call	To Schedule
PowerPt 1	Mar 18	8:30-11:30
PowerPt 2	Mar 18	12:30-3:30
Word 1	Mar 30	8:30-11:30
Word 2	Mar 30	12:30-3:30

Access 2003 or 2007 6-Hour Classes

Access 2003 1	Mar 17	8:30-3:30
Access 2003 2	Mar 23	8:30-3:30
Access 2007 1	Mar 10	8:30-3:30
Access 2007 2	Mar 25	8:30-3:30

MS Office 2007 3-Hour Classes

Access 2007 3	Call	To Schedule
Excel New Features	Mar 02	8:30-11:30
Excel 1	Mar 04	8:30-11:30
Excel 2	Mar 04	12:30-3:30
PowerPt New Features	Mar 16	8:30-11:30
PowerPt 1	Mar 16	12:30-3:30
PowerPt 2	Call	To Schedule
Word New Features	Mar 02	12:30-3:30
Word 1	Mar 11	8:30-11:30
Word 2	Mar 11	12:30-3:30

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