

# 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.



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STANDARD  
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Practical Computer Solutions

Suite G-100  
950 W Monroe Street  
Jackson, MI 49202  
[www.pcs-train.com](http://www.pcs-train.com)



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Training Solutions . . . Your Place or Ours!

Check Out Our New  
Office 2007 Seminar

## TRAINING SOLUTIONS AVAILABLE

Look!

### Office 2007 New Features Classes

We offer a 3-hour New Features Class for Word, Excel and PowerPoint. These classes show the difference between Office 2007 and prior versions.

More information is at our website - [www.pcs-train.com](http://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](http://www.pcs-train.com)



Practical Computer Solutions  
[www.pcs-train.com](http://www.pcs-train.com)  
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(517) 784-0637

## July 2010 Schedule

### MS Office 2003 3-Hour Classes

Access 2003 3	Call	To Schedule
Excel 1	July 14	8:30-11:30
Excel 2	July 14	12:30-3:30
Excel 3	Call	To Schedule
Excel Macros	Call	To Schedule
PowerPt 1	July 21	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 <b>2003</b> 1	Call	8:30-3:30
Access <b>2003</b> 2	Call	8:30-3:30
Access <b>2007</b> 1	July 6	8:30-3:30
Access <b>2007</b> 2	July 27	8:30-3:30

### MS Office 2007 3-Hour Classes

Access 2007 3	Call	To Schedule
Excel New Features	July 07	8:30-11:30
Excel 1	July 13	8:30-11:30
Excel 2	July 13	12:30-3:30
PowerPt New Features	July 20	8:30-11:30
PowerPt 1	July 20	12:30-3:30
PowerPt 2	Call	To Schedule
Word New Features	July 07	12:30-3:30
Word 1	July 21	12:30-3:30
Word 2	Call	To Schedule

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

Six hour classes  
available upon request.

## August 2010 Schedule

### MS Office 2003 3-Hour Classes

Access 2003 3	Call	To Schedule
Excel 1	Aug 11	8:30-11:30
Excel 2	Aug 11	12:30-3:30
Excel 3	Call	To Schedule
Excel Macros	Call	To Schedule
PowerPt 1	Aug 18	8:30-11:30
PowerPt 2	Call	To Schedule
Word 1	Aug 25	8:30-11:30
Word 2	Call	To Schedule

### Access 2003 or 2007 6-Hour Classes

Access <b>2003</b> 1	Call	8:30-3:30
Access <b>2003</b> 2	Call	8:30-3:30
Access <b>2007</b> 1	Aug 04	8:30-3:30
Access <b>2007</b> 2	Aug 24	8:30-3:30

### MS Office 2007 3-Hour Classes

Access 2007 3	Call	To Schedule
Excel New Features	Aug 03	8:30-11:30
Excel 1	Aug 10	8:30-11:30
Excel 2	Aug 10	12:30-3:30
PowerPt New Features	Aug 17	8:30-11:30
PowerPt 1	Aug 17	12:30-3:30
PowerPt 2	Call	To Schedule
Word New Features	Aug 03	12:30-3:30
Word 1	Aug 18	12:30-3:30
Word 2	Call	To Schedule

Call (517) 784-0637  
to Schedule Classes

## September 2010 Schedule

### MS Office 2003 3-Hour Classes

Access 2003 3	Call	To Schedule
Excel 1	Sept 21	8:30-11:30
Excel 2	Sept 21	12:30-3:30
Excel 3	Call	To Schedule
Excel Macros	Call	To Schedule
PowerPt 1	Sept 28	8:30-11:30
PowerPt 2	Call	To Schedule
Word 1	Sept 27	8:30-11:30
Word 2	Call	To Schedule

### Access 2003 or 2007 6-Hour Classes

Access <b>2003</b> 1	Call	8:30-3:30
Access <b>2003</b> 2	Call	8:30-3:30
Access <b>2007</b> 1	Sept 14	8:30-3:30
Access <b>2007</b> 2	Sept 29	8:30-3:30

### MS Office 2007 3-Hour Classes

Access 2007 3	Call	To Schedule
Excel New Features	Sept 08	8:30-11:30
Excel 1	Sept 15	8:30-11:30
Excel 2	Sept 15	12:30-3:30
PowerPt New Features	Sept 22	8:30-11:30
PowerPt 1	Sept 22	12:30-3:30
PowerPt 2	Call	To Schedule
Word New Features	Sept 08	12:30-3:30
Word 1	Sept 28	12:30-3:30
Word 2	Call	To Schedule

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