

MS Office 2003 3-Hour Classes

April Schedule

Access 1	Apr 19	8:30-11:30
Access 2	Apr 19	12:30-3:30
Access 3	Apr 20	12:30-3:30
Excel 1	Apr 10	12:30-3:30
Excel 2	Apr 25	12:30-3:30
Excel 3	Apr 27	8:30-11:30
Excel Macros	Apr 27	12:30-3:30
PowerPt 1	Apr 18	8:30-11:30
PowerPt 2	Apr 20	8:30-11:30
Word 1	Apr 10	8:30-11:30
Word 2	Apr 18	12:30-3:30
Word 3	Apr 25	8:30-11:30

MS Office 2003 3-Hour Classes

May Schedule

Access 1	May 17	8:30-11:30
Access 2	May 17	12:30-3:30
Access 3	May 18	12:30-3:30
Excel 1	May 8	12:30-3:30
Excel 2	May 23	12:30-3:30
Excel 3	May 25	8:30-11:30
Excel Macros	May 25	12:30-3:30
PowerPt 1	May 16	8:30-11:30
PowerPt 2	May 18	8:30-11:30
Word 1	May 8	8:30-11:30
Word 2	May 16	12:30-3:30
Word 3	May 23	8:30-11:30

MS Office 2003 3-Hour Classes

June Schedule

Access 1	June 21	8:30-11:30
Access 2	June 21	12:30-3:30
Access 3	June 22	12:30-3:30
Excel 1	June 12	12:30-3:30
Excel 2	June 27	12:30-3:30
Excel 3	June 29	8:30-11:30
Excel Macros	June 29	12:30-3:30
PowerPt 1	June 20	8:30-11:30
PowerPt 2	June 22	8:30-11:30
Word 1	June 12	8:30-11:30
Word 2	June 20	12:30-3:30
Word 3	June 27	8:30-11:30

MS Office 2003 6-Hour Classes

April Schedule

Access 1	Apr 4	8:30-3:30
Access 2	Apr 26	8:30-3:30
Excel 1	Apr 3	8:30-3:30
Excel 2	Apr 12	8:30-3:30
PowerPt 1	Apr 11	8:30-3:30
PowerPt 2	Apr 24	8:30-3:30
Word 1	Apr 6	8:30-3:30
Word 2	Apr 17	8:30-3:30

MS Office 2003 6-Hour Classes

May Schedule

Access 1	May 2	8:30-3:30
Access 2	May 24	8:30-3:30
Excel 1	May 1	8:30-3:30
Excel 2	May 10	8:30-3:30
PowerPt 1	May 9	8:30-3:30
PowerPt 2	May 22	8:30-3:30
Word 1	May 3	8:30-3:30
Word 2	May 15	8:30-3:30

MS Office 2003 6-Hour Classes

June Schedule

Access 1	June 6	8:30-3:30
Access 2	June 28	8:30-3:30
Excel 1	June 5	8:30-3:30
Excel 2	June 14	8:30-3:30
PowerPt 1	June 13	8:30-3:30
PowerPt 2	June 26	8:30-3:30
Word 1	June 7	8:30-3:30
Word 2	June 19	8:30-3:30

Our 3-hour classes are faster paced for the student with some PC experience or someone who might need a refresher course.

Go to our Web Site to check out the class descriptions

Practical Computer Solutions
950 W. Monroe St., Suite G-100
Jackson, MI 49202
(517) 784-0637

WORD 2003 TIP

When I try to insert a text box, Word displays a huge frame that covers the width of the page. Why? You can change this default. Click on **Tools, Options, General**, turn off **Automatically create drawing canvas when inserting AutoShapes**.

www.pcs-train.com

WORD 2003 TIP

When I insert a picture, Word does not wrap the text around the picture. I always have to change the wrap style. You can change this default. Click on **Tools, Options, Edit**, click on the down arrow under **Insert/paste pictures as** and change it to **Through**.

Call (517) 784-0637
to Schedule Classes