



Community Technology & Training Center			
Classes are FREE! Please call to register 753-3838 ext.127			
Class	Day	Date	Time
Word 2003: Basic I <i>Create, Edit, Format Documents</i>	Tues	2/3/2009	9:30-11:30 am
Basic Computer & Internet Concepts	Wed	2/4/2009	2:00-4:00 pm
Word 2003: Basic II <i>Tools, Tables, Printing, Layout Options</i>	Thurs	2/5/2009	9:30-11:30 am
Excel 2003: Basic I <i>Intro, Create, Edit, Print Spreadsheets</i>	Mon	2/9/2009	2:00-4:00 pm
Excel 2003: Basic II <i>Formatting, Functions, Charts</i>	Wed	2/11/2009	2:00-4:00 pm
Basic Computer & Internet Concepts	Mon	2/16/2009	2:00-4:00 pm
Word 2003: Basic I <i>Create, Edit, Format Documents</i>	Tues	2/17/2009	2:00-4:00 pm
Word 2003: Basic II <i>Tools, Tables, Printing, Layout Options</i>	Thurs	2/19/2009	2:00-4:00 pm
Excel 2003: Intermediate I <i>Lg Wkbks, Templates, Adv. Formatting</i>	Mon	2/23/2009	2:00-4:00 pm
Excel 2003: Intermediate II <i>List Mgmt, Charts, Auditing</i>	Wed	2/25/2009	2:00-4:00 pm
Basic Computer & Internet Concepts	Thurs	2/26/2009	9:30-11:30 am
Word 2003: Intermediate I <i>Columns, Styles, Graphics, Headers/Footers</i>	Tues	3/3/2009	9:30-11:30 am
Basic Computer & Internet Concepts	Wed	3/4/2009	2:00-4:00 pm
Word 2003: Intermediate II <i>Labels, Envelopes, MailMerge, Import/Export</i>	Thurs	3/5/2009	9:30-11:30 am
Basic Computer & Internet Concepts	Mon	3/9/2009	2:00-4:00 pm
PowerPoint 2003: Basic <i>Creating Slides and Presentations & Slide Shows</i>	Tues	3/10/2009	9:30-11:30 am
PowerPoint 2003: Basic II <i>Inserting Visual Elements & Integrating Applications</i>	Thurs	3/12/2009	9:30-11:30 am
Word 2003: Basic I <i>Create, Edit, Format Documents</i>	Mon	3/16/2009	2:00-4:00 pm
Word 2003: Basic II <i>Tools, Tables, Printing, Layout Options</i>	Wed	3/18/2009	2:00-4:00 pm
Basic Computer & Internet Concepts	Thurs	3/19/2009	9:30-11:30 am
Excel 2003: Basic I <i>Intro, Create, Edit, Print Spreadsheets</i>	Tues	3/24/2009	9:30-11:30 am
Basic Computer & Internet Concepts	Wed	3/25/2009	2:00-4:00 pm
Excel 2003: Basic II <i>Formatting, Functions, Charts</i>	Thurs	3/26/2009	9:30-11:30 am
Word 2003: Intermediate I <i>Columns, Styles, Graphics, Headers/Footers</i>	Mon	3/30/2009	2:00-4:00 pm
Basic Computer & Internet Concepts	Tues	3/31/2009	9:30-11:30 am
Word 2003: Intermediate II <i>Labels, Envelopes, MailMerge, Import/Export</i>	Wed	4/1/2009	2:00-4:00 pm
Excel 2003: Intermediate I <i>Lg Wkbks, Templates, Adv. Formatting</i>	Tues	4/7/2009	9:30-11:30 am
Excel 2003: Intermediate II <i>List Mgmt, Charts, Auditing</i>	Thurs	4/9/2009	9:30-11:30 am
Basic Computer & Internet Concepts	Tues	4/14/2009	9:30-11:30 am
Access 2003: Basic I <i>Creating Tables & Related Tables, Queries, Forms, Reports</i>	Tues	4/21/2009	2:00-4:00 pm
Basic Computer & Internet Concepts	Wed	4/22/2009	2:00-4:00 pm
Access 2003: Basic II <i>Filtering & Sorting Data, Importing & Exporting Data</i>	Thurs	4/23/2009	2:00-4:00 pm
Basic Computer & Internet Concepts	Mon	4/27/2009	2:00-4:00 pm
Word 2003: Basic I <i>Create, Edit, Format Documents</i>	Tues	4/28/2009	9:30-11:30 am
Word 2003: Basic II <i>Tools, Tables, Printing, Layout Options</i>	Thurs	4/30/2009	9:30-11:30 am
Excel 2003: Basic I <i>Intro, Create, Edit, Print Spreadsheets</i>	Mon	5/4/2009	2:00-4:00 pm
Excel 2003: Basic II <i>Formatting, Functions, Charts</i>	Wed	5/6/2009	2:00-4:00 pm
Basic Computer & Internet Concepts	Thurs	5/7/2009	9:30-11:30 am
PowerPoint 2003: Basic <i>Creating Slides and Presentations & Slide Shows</i>	Tues	5/12/2009	9:30-11:30 am
Basic Computer & Internet Concepts	Wed	5/13/2009	2:00-4:00 pm
PowerPoint 2003: Basic <i>Inserting Visual Elements & Integrating Applications</i>	Thurs	5/14/2009	9:30-11:30 am
Basic Computer & Internet Concepts	Mon	5/18/2009	2:00-4:00 pm
Word 2003: Basic I <i>Create, Edit, Format Documents</i>	Tues	5/19/2009	2:00-4:00 pm
Word 2003: Basic II <i>Tools, Tables, Printing, Layout Options</i>	Thurs	5/21/2009	2:00-4:00 pm
Basic Computer & Internet Concepts	Tues	5/26/2009	2:00-4:00 pm
Word 2003: Intermediate I <i>Columns, Styles, Graphics, Headers/Footers</i>	Mon	6/1/2009	2:00-4:00 pm
Word 2003: Intermediate II <i>Labels, Envelopes, MailMerge, Import/Export</i>	Wed	6/3/2009	2:00-4:00 pm
Basic Computer & Internet Concepts	Thurs	6/4/2009	2:00-4:00 pm
Basic Computer & Internet Concepts	Mon	6/8/2009	2:00-4:00 pm
Excel 2003: Intermediate I <i>Lg Wkbks, Templates, Adv. Formatting</i>	Tues	6/9/2009	9:30-11:30 am
Excel 2003: Intermediate II <i>List Mgmt, Charts, Auditing</i>	Thurs	6/11/2009	9:30-11:30 am
PowerPoint 2003: Basic <i>Creating Slides and Presentations & Slide Shows</i>	Tues	6/16/2009	9:30-11:30 am
Basic Computer & Internet Concepts	Wed	6/17/2009	2:00-4:00 pm
PowerPoint 2003: Basic <i>Inserting Visual Elements & Integrating Applications</i>	Thurs	6/18/2009	9:30-11:30 am
Access 2003: Basic I <i>Creating Tables & Related Tables, Queries, Forms, Reports</i>	Mon	6/22/2009	2:00-4:00 pm
Basic Computer & Internet Concepts	Tues	6/23/2009	9:30-11:30 am
Access 2003: Basic II <i>Filtering & Sorting Data, Importing & Exporting Data</i>	Wed	6/24/2009	2:00-4:00 pm
Basic Computer & Internet Concepts	Tues	6/30/2009	2:00-4:00 pm

Free training by appointment also available! Call 753-3838 ext.127