

Computer Training Calendar

November 2018 - Calendar

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	29 October 2018	30 October 2018	31 October 2018	1 November 2018	2 November 2018
8:30 AM 12:00	Excel Power User - Day 1	Excel Power User - Day 2	Excel Power User - Day 3	Available for Room Hire	Learn to Touch Type
1:00 PM 4:30	PhotoShop Intro - Day PowerPoint Essentials - Pt 1	PhotoShop Intro - Day 2 PowerPoint Essentials - Pt 2	PowerPoint Essentials - Pt 3	MYOB Payroll - Day 1	MYOB Payroll - Day 2
	5 November 2018	6 November 2018	7 November 2018	8 November 2018	9 November 2018
8:30 AM 12:00	Outlook Introduction Day 1	Outlook Introduction Day 2	Learn to Touch Type	Excel Introduction - Day 1	Excel Introduction - Day 2
1:00 PM 4:30			Visio Level 1 - Day 1	Visio Level 1 - Day 2	Visio Level 1 - Day 3
	12 November 2018	13 November 2018	14 November 2018	15 November 2018	16 November 2018
8:30 AM 12:00	MYOB Level 1 - Day 1 Excel Intermediate - Day 1	MYOB Level 1 - Day 2 Excel Intermediate - Day 2	MYOB Level 1 - Day 3 Word Introduction - Day 1	Intro to Computers - Day 1 Word Introduction - Day 2	Intro to Computers - Day 2
1:00 PM 4:30	Project Level 1 - Day 1	Project Level 1 - Day 2	Project Level 1 - Day 3	Publisher Introduction Day 1	Publisher Introduction Day 2
	19 November 2018	20 November 2018	21 November 2018	22 November 2018	23 November 2018
8:30 AM 12:00	MYOB Level 2 - Day 1	MYOB Level 2 - Day 2	MYOB Level 2 - Day 3 Project Level 2 - Day 1	Project Level 2 - Day 2	Project Level 2 - Day 3
1:00 PM 4:30	Access Introduction - Day 1 InDesign Introduction - Day 1	Access Introduction - Day 2 InDesign Introduction - Day 2	Access Introduction - Day 3 InDesign Introduction - Day 3	Excel Introduction - Day 1	Excel Introduction - Day 2
	26 November 2018	27 November 2018	28 November 2018	29 November 2018	30 November 2018
8:30 AM 12:00	Word Intermediate - Day 1	Word Intermediate - Day 2	PowerPoint Essentials Day 1	PowerPoint Essentials Day 2	PowerPoint Essentials Day 3
1:00 PM 4:30	Acrobat Introduction - Day 1	Acrobat Introduction - Day 2	Access Intermediate - Day 1	Access Intermediate - Day 2 Word Complex Docs - Day 1	Access Intermediate - Day 3 Word Complex Docs - Day 2