

Computer Training Calendar

November 2017 - Calendar

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 AM - 12:00	30 October 2017 Excel Introduction - Day 1	31 October 2017 Excel Introduction - Day 2	1 November 2017 MYOB Payroll - Part 1	2 November 2017 Excel Intermediate - Day 1 Word Introduction - Day 1	3 November 2017 Excel Intermediate - Day 2 Word Introduction - Day 2
1:00 PM - 4:30	InDesign Intro - Day 1	InDesign Intro - Day 2	MYOB Payroll - Part 2 InDesign Intro - Day 3	Intro to Computers - Day 1	Intro to Computers - Day 2
8:30 AM - 12:00	6 November 2017 Access Introduction - Part 1	7 November 2017 Access Introduction - Part 3	8 November 2017 MYOB Introduction - Day 1	9 November 2017 MYOB Introduction - Day 2	10 November 2017 MYOB Introduction - Day 3
1:00 PM - 4:30	Access Introduction - Part 2	Word Intermediate - Day 1	Word Intermediate - Day 2 Illustrator Intro - Day 1	Illustrator Intro - Day 2	
8:30 AM - 12:00	13 November 2017 MYOB Power Users - Day 1 Visio Introduction - Day 1	14 November 2017 MYOB Power Users - Day 2 Visio Introduction - Day 2	15 November 2017 MYOB Power Users - Day 3	16 November 2017 Excel Introduction - Day 1	17 November 2017 Excel Introduction - Day 2
1:00 PM - 4:30	PhotoShop Intro - Day 1	PhotoShop Intro - Day 2	Acrobat Introduction - Day 1	Word Intermediate - Day 1 Acrobat Introduction - Day 1	Word Intermediate - Day 2
8:30 AM - 12:00	20 November 2017 Project Introduction - Day 1	21 November 2017 Project Introduction - Day 2	22 November 2017 Project Introduction - Day 3	23 November 2017 Project Power User - Pt 1	24 November 2017 Project Power User - Pt 3
1:00 PM - 4:30	Excel Power User - Day 1	Excel Power User - Day 2	Excel Power User - Day 3	Project Power User - Pt 2 Publisher Intro - Day 1	Publisher Intro - Day 2
8:30 AM - 12:00	27 November 2017 PowerPoint Essentials Day 1	28 November 2017 PowerPoint Essentials Day 2	29 November 2017 PowerPoint Essentials Day 3	30 November 2017 Word Complex Docs - Day 1	1 December 2017 Word Complex Docs - Day 2
1:00 PM - 4:30	Learn to Touch Type = x 3 weeks 2 hours per day	Outlook Introduction Day 1	Outlook Introduction Day 2	Excel Intermediate - Day 1	Excel Intermediate - Day 2