

Computer Training Calendar

September 2018 - Calendar

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 AM - 12:00	3 September 2018 MYOB Payroll - Day 1	4 September 2018 MYOB Payroll - Day 2	5 September 2018 Word Intermediate - Day 1	6 September 2018 Word Intermediate - Day 2	7 September 2018 Learn to Touch Type x 3 weeks
1:00 PM - 4:30	Acrobat Introduction Day 1	Acrobat Introduction Day 2	Project Level 2 - Day 1	Project Level 2 - Day 2	Project Level 2 - Day 3
8:30 AM - 12:00	10 September 2018 MYOB Level 1 - Day 1	11 September 2018 MYOB Level 1 - Day 2	12 September 2018 Excel Introduction - Day 1 MYOB Level 1 - Day 3	13 September 2018 Excel Introduction - Day 2 Project Level 1 - Part 1	14 September 2018 Project Level 1 - Part 3
1:00 PM - 4:30	PowerPoint Essentials Day 1	PowerPoint Essentials Day 2	PowerPoint Essentials Day 3	Project Level 1 - Part 2	Learn to Touch Type x 3 weeks
8:30 AM - 12:00	17 September 2018 Access Introduction - Day 1	18 September 2018 Access Introduction - Day 2	19 September 2018 Access Introduction - Day 3	20 September 2018 Publisher Introduction - Day 1	21 September 2018 Publisher Introduction - Day 2
1:00 PM - 4:30	PhotoShop Introduction Day 1	PhotoShop Introduction Day 2	Outlook Introduction - Day 1 Visio Level 1 - Day 1	Outlook Introduction - Day 2 Visio Level 1 - Day 2	Visio Level 1 - Day 3
8:30 AM - 12:00	24 September 2018 MYOB Level 2 - Day 1	25 September 2018 MYOB Level 2 - Day 2	26 September 2018 MYOB Level 2 - Day 3	27 September 2018 Introduction to Computers Day 1	28 September 2018 Introduction to Computers Day 2
1:00 PM - 4:30	InDesign Introduction - Day 1	InDesign Introduction - Day 2	InDesign Introduction - Day 3	Excel Intermediate - Day 1	Excel Intermediate - Day 2
8:30 AM - 12:00	1 October 2018 Excel Power User - Part 1	2 October 2018 Excel Power User - Part 3	3 October 2018 Access Intermediate - Day 1	4 October 2018 Access Intermediate - Day 2	5 October 2018 Access Intermediate - Day 3
1:00 PM - 4:30	Excel Power User - Part 2	Word Complex Docs - Day 1 Word Intermediate - Day 1	Word Complex Docs - Day 2 Word Intermediate - Day 2	Illustrator Introduction Day 1	Illustrator Introduction Day 2