

# Computer Training Calendar

# October 2017 - Calendar

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 AM 12:00	<b>2 October 2017</b> Word Complex Docs - Day 1 (Advanced Level)	<b>3 October 2017</b> Word Complex Docs - Day 2	<b>4 October 2017</b> Excel Introduction - Day 1	<b>5 October 2017</b> Excel Introduction - Day 2	<b>6 October 2017</b> Executive Keyboarding (Learn to Type)
1:00 PM 4:30	PowerPoint Intro - Day 1	PowerPoint Intro - Day 2	PowerPoint Intro - Day 3	Outlook Introduction - Day 1	Outlook Introduction - Day 2
8:30 AM 12:00	<b>9 October 2017</b> MYOB Introduction - Day 1 Excel Intermediate - Day 1	<b>10 October 2017</b> MYOB Introduction - Day 2 Excel Intermediate - Day 2	<b>11 October 2017</b> MYOB Introduction - Day 3	<b>12 October 2017</b> Visio Introduction - Day 1	<b>13 October 2017</b> Visio Introduction - Day 2
1:00 PM 4:30	Access Introduction - Day 1	Access Introduction - Day 2	Access Introduction - Day 3	Publisher Intro - Day 1	Publisher Intro - Day 2
8:30 AM 12:00	<b>16 October 2017</b> Excel Power User - Part 1	<b>17 October 2017</b> Excel Power User - Part 3	<b>18 October 2017</b> Excel Intermediate - Day 1	<b>19 October 2017</b> Excel Intermediate - Day 2 Acrobat Introduction - Day 1	<b>20 October 2017</b> Acrobat Introduction - Day 2
1:00 PM 4:30	Excel Power User - Part 2	Learn to Touch Type = x 3 weeks 2 hours per day	Excel Power User - Day 1	Excel Power User - Day 2 Visio Introduction - Day 1	Excel Power User - Day 3 Visio Introduction - Day 2
8:30 AM 12:00	<b>23 October 2017</b> MYOB Payroll - Day 1	<b>24 October 2017</b> MYOB Payroll - Day 2	<b>25 October 2017</b> Access Introduction - Day 1	<b>26 October 2017</b> Access Introduction - Day 2	<b>27 October 2017</b> Access Introduction - Day 3
1:00 PM 4:30	Illustrator Intro - Day 1 Project Power User - Day 1	Illustrator Intro - Day 2 Project Power User - Day 2	Intro to Computers - Day 1 Project Power User - Day 3	Intro to Computers - Day 2 PhotoShop Intro - Day 1	PhotoShop Intro - Day 2
8:30 AM 12:00	<b>30 October 2017</b> Excel Introduction - Day 1	<b>31 October 2017</b> Excel Introduction - Day 1	<b>1 November 2017</b> Executive Keyboarding (Learn to Type)	<b>2 November 2017</b> Excel Intermediate - Day 1 Word Introduction - Day 1	<b>3 November 2017</b> Excel Intermediate - Day 2 Word Introduction - Day 2
1:00 PM 4:30	InDesign Introduction - Day 1 Word Intermediate - Day 1	InDesign Introduction - Day 2 Word Intermediate - Day 2	InDesign Introduction - Day 3 Project Introduction - Day 1	Project Introduction - Day 2	Project Introduction - Day 3