

# *ComputerEase* TRAINING CALENDAR

**January & February 2018**

(Call for Corel Suite & Lotus Suite Calendars)

Phone: 972-3533

Fax: 972-6244

*ComputerEase*

Microsoft & Accpac Software Training Dates								
Product	Level	Class 9:00 a.m.-	Evenings (2 Nights) CALL FOR APPT.	Product	Level	Full Day Class 9:00 a.m.-4:30 p.m.	Evenings (2 Nights) CALL FOR APPT.	
<b>Windows</b>	Introduction	Jan. 2		<b>Access</b>	Introduction	Jan. 8		
		Feb. 1				Jan. 17		
<b>Excel</b>	Introduction	Jan. 2			Intermediate	Feb. 5		
		Jan. 18				Feb. 22		
		Feb. 1				Jan. 15		
		Feb. 5				Jan. 23		
	Intermediate	Jan. 5			Advanced	Feb. 6		
		Jan. 22				Feb. 14		
		Jan. 26				Jan. 29		
		Feb. 8				Feb. 20		
	Advanced	Feb. 23			<b>OneNote</b>	Introduction	Jan. 4	
		Jan. 17					Jan. 23	
		Jan. 30					Feb. 15	
		Feb. 27					Feb. 26	
<b>Word</b>	Introduction	Jan. 3		<b>Publisher</b>		Jan. 3		
		Jan. 8				Feb. 28		
		Feb. 2						
		Feb. 13						
	Intermediate	Jan. 5			<b>PowerPoint</b>	Introduction	Jan. 4	
		Jan. 16					Jan. 24	
		Feb. 7					Feb. 6	
		Feb. 19					Feb. 12	
	Advanced	Jan. 24				Advanced	Jan. 31	
		Feb. 22					Feb. 21	
<b>Sage 50 - Set-Up</b>		Jan. 11		<b>Project</b>	Introduction	Jan. 10		
		Feb. 14				Jan. 15		
<b>Sage 50 - User</b>		Jan. 16 & 18			Advanced	Feb. 8		
		Feb. 19 & 21				Feb. 12		
<b>Outlook</b>		Jan. 11				Jan. 22		
		Jan. 31				Feb. 20		
		Feb. 9						
		Feb. 27						
<b>Open Training Dates - Don't see what you need? Call &amp; book 1 of these dates:</b>								
		Jan. 10	Jan. 25			Feb. 9	Feb. 22	
		Jan. 12	Jan. 26			Feb. 13	Feb. 26	
		Jan. 19	Jan. 30			Feb. 16	Feb. 28	