



## MICROSOFT OFFICE APPLICATIONS

COURSE	Dates	Schedule
Excel Level I - Essentials	TBA	1 day course 8:30 am – 3:00 pm
Excel Level II - Intermediate	June 24	2:00 pm – 6:00 pm
Excel Level III - Advanced	June 30	1 day course 8:30 am – 3:00 pm
Word Level I - Essentials	July 7	1 day course 8:30 am – 3:00 pm
Word Level II - Intermediate	July 14	1 day course 8:30 am – 3:00 pm
PowerPoint	July 21	TBA
Outlook	July 28	TBA
Access – Level 1	TBA	1 day course 8:30 am – 3:00 pm
Access – Level 2	TBA	1 day course 8:30 am – 3:00 pm