

2007 - 2008 Computer Training Schedule

Mon	Tue	Wed	Thur	Fri
Dec 17	18 8:30a - 12:30p Intro to PCs	19	20 8:30a - 12:30p Beginning Excel	21
24	25 Christmas	26	27 NO CLASSES	28
31	Jan 1 New Years Day	2	3 NO CLASSES	4
7	8 8:30a - 12:30p Outlook Exp. & Internet 1p - 5p Intermediate Excel	9 9a - 11a Digital Images	10 8:30a - 12:30p Beginning Word 1p - 5p Adobe Acrobat PDF	11
14	15 8:30a - 12:30p Advanced Excel 1p - 5p Microsoft Project	16 9a - 11a PC Maint & Security	17 8:30a - 12:30p Excel Shortcuts 1p - 5p Macros & Pivot Tables	18
21	22 8:30a - 11:30p Manatts Accounting I 1p - 5p Beginning PowerPoint	23 8:30a - 12:30p Org Files & Emails	24 8:30a - 11:30p Manatts Accounting II 1p - 5p Beginning Excel	25
28	29 8:30a - 11:30p Manatts Accounting I 1p - 5p Formulas I	30	31 8:30a - 11:30p Manatts Accounting II 1p - 5p Intermediate Excel	Feb 1
4	5 8:30a - 12:30p Email Etiquette 1p - 5p Intermediate Word	6 8:30a - 12:30p Beginning Excel 1p - 5p Intermediate Excel	7 8:30a - 12:30p Intro to PC's 1p - 5p Beginning PowerPoint	8
11	12 8:30a - 12:30p Beginning Excel 1p - 5p Excel Shortcuts	13 9a - 11a Keyboarding	14 8:30a - 12:30p Formulas I 1p - 5p Advanced PowerPoint	15
18	19 8:30a - 12:30p Outlook Exp. & Internet 1p - 5p Intermediate Excel	20	21 8:30a - 12:30p Advanced Word 1p - 5p Macros & Pivot Tables	22 8:30a - 12:30p MS Publisher
25	26 8:30a - 12:30p Macros & Pivot Tables 1p - 5p Advanced Excel	27 9a - 11a Keyboard Shortcuts	28 8:30a - 12:30p Email Etiquette 1p - 5p Formulas II	29

Please visit www.manatts.com/training/default.asp to sign up and to check current dates

Revised 01-25-08

. ** In case of inclement weather, class cancellations will be made by 3pm the day prior for morning classes and 9 am the day of class for afternoon classes. **