

January 2012



*Maple Key Computer Training Centres*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 <i>New Year's Day</i>	2	3	4 Introduction to PC's	5 Outlook 2003 Introduction	6 PowerPoint 2003 Introduction	7
8	9 Word 2003 Introduction	10 Keyboarding Skills ----- OneNote	11 Excel 2003 Introduction	12 PowerPoint 2007 Introduction	13 PowerPoint 2007 New Features ----- Outlook 2007 New Features	14
15	16 Word 2007 Introduction	17 Excel 2007 Introduction	18 PowerPoint 2007 Intermediate	19 Project Introduction (Day 1 of 2) ----- Outlook 2007 Introduction	20 Project Introduction (Day 2 of 2) ----- Publisher 2007	21
22	23 Word 2003 Intermediate	24 Excel 2003 Intermediate	25 PowerPoint 2003 Intermediate	26 Outlook 2003 Intermediate	27 Publisher 2003	28
29	30 Outlook 2003 Introduction	31 Keyboarding Skills				

## February 2012



# *Maple Key Computer Training Centres*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Access 2003 Introduction (Day 1 of 2)	2 Access 2003 Introduction (Day 2 of 2)	3 Word 2007 New Features (AM) ----- Excel 2007 New Features (PM)	4
5	6 Word 2007 Introduction	7 Word 2007 Intermediate	8 Excel 2007 Intermediate	9 Outlook 2007 Intermediate	10 Word 2003 Introduction	11
12	13 Outlook 2007 Introduction	14 <i>Valentine's Day</i> Excel 2003 Introduction	15 Excel 2007 Introduction	16 Publisher 2003 ----- Visio Introduction	17 PowerPoint 2007 Intermediate	18
19	20 <i>Family Day</i>	21 Project Intermediate (Day 1 of 2) ----- PowerPoint 2007 Introduction	22 Project Intermediate (Day 2 of 2) ----- Publisher 2007	23 Excel 2003 Intermediate	24 Excel 2007 Intermediate	25
26	27 PowerPoint 2003 Introduction	28 Word 2003 Intermediate	29 Word 2007 Intermediate			

March 2012



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Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 PowerPoint 2007 Intermediate	2 Outlook 2003 Introduction	3
4	5 QuickBooks (Day 1 of 3)	6 QuickBooks (Day 2 of 3)	7 QuickBooks (Day 3 of 3)	8 Keyboarding Skills ----- Visio Intermediate	9 Outlook 2003 Intermediate	10
11	12 Word 2003 Introduction	13 Publisher 2007 ----- Project Overview & Getting Started	14 Word 2007 New Features (AM) ----- Excel 2007 New Features (PM)	15 Excel 2007 Intermediate	16 Excel 2003 Introduction	17
18	19 Word 2007 Advanced	20 Outlook 2007 Introduction	21 Word 2007 Introduction	22 Excel 2007 Introduction	23 PowerPoint 2007 Introduction	24
25	26 Outlook 2007 Intermediate	27 Word 2007 Intermediate	28 Excel 2003 Intermediate	29 Publisher 2003 ----- HTML Web Authoring Introduction	30 PowerPoint 2003 Introduction ----- Introduction To PC's	31

April 2012



*Maple Key Computer Training Centres*

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 <b>Excel 2007 Introduction</b>	3 <b>Access 2007 Introduction (Day 1 of 2)</b>	4 <b>Access 2007 Introduction (Day 2 of 2)</b>	5 <b>Word 2003 Intermediate</b>	6 <i>Good Friday</i>	7
8	9 <i>Easter Monday</i>	10 <b>PowerPoint 2003 Intermediate</b>	11 <b>Word 2003 Introduction</b>	12 <b>Word 2007 Introduction</b>	13 <b>PowerPoint 2007 New Features</b> ----- <b>Outlook 2007 New Features</b>	14
15	16 <b>Keyboarding Skills</b> ----- <b>Relational Database Design</b>	17 <b>Outlook 2007 Introduction</b>	18 <b>Excel 2003 Introduction</b>	19 <b>Publisher 2007</b> ----- <b>SQL Overview</b>	20 <b>Excel 2007 Intermediate</b>	21
22	23 <b>PowerPoint 2007 Introduction</b>	24 <b>PowerPoint 2007 Intermediate</b>	25 <b>Outlook 2007 Intermediate</b>	26 <b>Word 2007 Intermediate</b>	27 <b>Publisher 2003</b> ----- <b>Disaster Recovery Planning</b>	28
29	30 <b>Excel 2003 Intermediate</b>					