

Education is always more effective when it is structured with the student in mind.
2000 Plus focus on providing "personalised computer training" specially tailored to the needs of the individual.

Available - On-site Training - Group or One on One

Government, Group & Non-Profit Rates

English & French Instructors - Hands-on approach - Competitive Prices. For more details - **233-3757**.

Microsoft Office

Office 2007 New Features - A Quick Start

Available upon request

Word 2007 L1	7-Apr	2-May	12-Jun	10-Jul	6-Aug
Word 2007 L2	10-Apr	14-May	20-Jun	22-Jul	18-Aug
Word 2007 L3	15-Apr	27-May	24-Jun	29-Jul	28-Aug
Word 2003 L1	7-Apr	2-May	12-Jun	10-Jul	6-Aug
Word 2003 L2	10-Apr	22-May	16-Jun	23-Jul	18-Aug
Word 2003 L3	15-Apr	30-May	25-Jun	31-Jul	22-Aug
Word 2002 L1	2-Apr	2-May	12-Jun	10-Jul	6-Aug
Word 2002 L2	16-Apr	22-May	16-Jun	23-Jul	18-Aug
Word 2002 L3	22-Apr	30-May	25-Jun	31-Jul	22-Aug
Excel 2007 L1	1-Apr	5-May	3-Jun	4-Jul	8-Aug
Excel 2007 L2	4-Apr	16-May	12-Jun	9-Jul	20-Aug
Excel 2007 L3	16-Apr	30-May	26-Jun	23-Jul	26-Aug
Excel 2003 L1	7-Apr	9-May	18-Jun	16-Jul	6-Aug
Excel 2003 L2	15-Apr	20-May	23-Jun	25-Jul	15-Aug
Excel 2003 L3	18-Apr	28-May	27-Jun	31-Jul	28-Aug
Excel 2002 L1	14-Apr	9-May	18-Jun	16-Jul	6-Aug
Excel 2002 L2	24-Apr	20-May	23-Jun	25-Jul	15-Aug
Excel 2002 L3	30-Apr	28-May	27-Jun	31-Jul	28-Aug
Excel as a Database	15-Apr	16-May	16-Jun	10-Jul	1-Aug
Outlook Quick Start - 1/2 Day	15-Apr				
Outlook 2007 L1	15-Apr	7-May	9-Jun	7-Jul	8-Aug
Outlook 2007 L2	Available upon request				
Outlook 2003 L1	15-Apr	7-May	9-Jun	7-Jul	8-Aug
Outlook 2003 L2	Available upon request				
PowerPoint Quick Start - 1/2 Day	22-Apr	16-May	20-Jun	8-Jul	13-Aug
PowerPoint 2007 L1	22-Apr	16-May	20-Jun	8-Jul	13-Aug
PowerPoint 2007 L2	29-Apr	29-May	30-Jun	28-Jul	25-Aug
PowerPoint 2003 L1	22-Apr	2-May	10-Jun	7-Jul	11-Aug
PowerPoint 2003 L2	29-Apr	23-May	23-Jun	24-Jul	21-Aug
PowerPoint 2002 L1	22-Apr	2-May	10-Jun	7-Jul	11-Aug
PowerPoint 2002 L2	29-Apr	23-May	23-Jun	24-Jul	21-Aug
Access 2002 L1, L2, L3	Available upon request				
Access 2007 L1	14-Apr	6-May	17-Jun	3-Jul	7-Aug
Access 2007 L2	24-Apr	21-May	25-Jun	15-Jul	12-Aug
Access 2007 L3	28-Apr	29-May	30-Jun	21-Jul	27-Aug
Access 2003 L1	14-Apr	2-May	5-Jun	9-Jul	1-Aug
Access 2003 L2	24-Apr	15-May	13-Jun	24-Jul	14-Aug
Access 2003 L3	28-Apr	27-May	19-Jun	30-Jul	19-Aug
Access 2002 L1	8-Apr	2-May	5-Jun	9-Jul	1-Aug
Access 2002 L2	11-Apr	15-May	13-Jun	24-Jul	14-Aug
Access 2002 L3	21-Apr	27-May	19-Jun	30-Jul	19-Aug
<i>Access 2000, 2002, 2003, 2007 - Customized Training & Database Consultation available upon request</i>					
Publisher 2003	2-Apr	8-May	30-Jun	18-Jul	25-Aug

Accounting Programs

QuickBooks L1	8-Apr	7-May	10-Jun	8-Jul	8-Aug
QuickBooks L2	25-Apr	22-May	19-Jun	24-Jul	26-Aug
<i>Simply Accounting - Bookkeeping Services available upon request</i>					
Simply 2006 L1	8-Apr	9-May	13-Jun	11-Jul	15-Aug
Simply 2006 L2	22-Apr	23-May	27-Jun	25-Jul	29-Aug

Web Development

FrontPage 2003 L1	1-Apr	20-May	10-Jun	10-Jul	6-Aug
FrontPage 2003 L2	17-Apr	30-May	16-Jun	23-Jul	12-Aug
Dreamweaver L1	16-Apr	9-May	6-Jun	4-Jul	7-Aug
Dreamweaver L2	24-Apr	14-May 18 un		15-Jul	18-Aug
Dreamweaver L3	30-Apr	26-May	27-Jun	29-Jul	27-Aug
Flash CS3 L1	3-Apr	7-May	11-Jun	9-Jul	14-Aug
Flash CS3 L2	21-Apr	22-May	19-Jun	28-Jul	19-Aug

Graphics

Illustrator CS3 L1	23-Apr	5-May	3-Jun	14-Jul	15-Aug
Illustrator CS3 L2	28-Apr	15-May	13-Jun	30-Jul	29-Aug
InDesign CS3 L1	2-Apr	1-May	5-Jun	11-Jul	11-Aug
InDesign CS3 L2	25-Apr	27-May	17-Jun	28-Jul	21-Aug
Photoshop CS3 L1	14-Apr	6-May	4-Jun	16-Jul	13-Aug
Photoshop CS3 L2	29-Apr	20-May	12-Jun	22-Jul	25-Aug

Other Courses

Visio Pro 2003 L1	7-Apr	5-May	5-Jun	8-Jul	1-Aug
Visio Pro 2003 L2	18-Apr	28-May	25-Jun	30-Jul	20-Aug
Visio Pro 2007 L1	22-Apr	8-May	11-Jun	17-Jul	5-Aug
Visio Pro 2007 L2	29-Apr	21-May	24-Jun	21-Jul	22-Aug
Project 2007 L1	17-Apr	7-May	9-Jun	3-Jul	20-Aug
Project 2007 L2	23-Apr	29-May	26-Jun	21-Jul	29-Aug

Workshops - 1/2 day - alternate dates available upon request (minimum 4 participants)

Outlook Quick Start - 1/2 Day	Apr 15 - 9:00 - 12:00	May 7 - 1:00 - 4:00	June 9 - 9:00 - 12:00	Jul 8 - 9:00 - 12:00	Aug 8 - 9:00 - 12:00
Excel Quick Start	Apr 7 - 9:00 - 12:00	May 9 - 9:00 - 12:00	June 18 - 9:00 - 12:00	Jul 16 - 9:00 - 12:00	Aug 6 - 9:00 - 12:00
Excel Managing Lists- Merge with Word	Apr 9 - 9:00 - 12:00	May 16 - 1:00 - 4:00	June 25 - 9:00 - 12:00	July 23 - 9:00 - 12:00	Aug 13 - 9:00 - 12:00
Excel Pivot Tables - V-Lookup	Available upon request				
Windows XP	Apr 24 - 9:00 - 12:00	May 13 - 9:00 - 12:00	June 20 - 9:00 - 12:00	July 18 - 9:00 - 12:00	Aug 28 - 9:00 - 12:00
File Management	April 24 - 1:00 - 4:00	May 20 - 9:00 - 12:00	June 27 - 9:00 - 12:00	July 23 - 1:00 - 4:00	Aug 28 - 1:00 - 4:00
Tables - creating Calendars, Posters, Activity Schedules	Apr 7 - 9:00 - 12:00	May 30 - 1:00 - 4:00	Jun 25 - 9:00 - 12:00	July 31 - 1:00 - 4:00	Aug 22 - 9:00 - 12:00
Creating a Newsletter - Step I	Apr 10 - 9:00 - 12:00	May 8 - 9:00 - 12:00	Jun 30 - 9:00 - 12:00	July 18 - 9:00 - 12:00	Aug 25 - 9:00 - 12:00
Creating a Newsletter - Step II	Apr 17 - 9:00 - 12:00	May 15 - 9:00 - 12:00	July 7 - 9:00 - 12:00	July 18 - 1:00 - 12:00	Aug 25 - 1:00 - 4:00
Word - Styles & Templates	Available upon request				
Word - Tables & Forms	Apr 10 - 9:00 - 12:00	May 22 - 9:00 - 12:00	Jun 16 - 9:00 - 12:00	July 23 - 1:00 - 4:00	Aug 18 - 9:00 - 12:00
Word - Graphics, Pictures, Drawing Toolbar	Apr 10 - 1:00 - 4:00	May 22 - 1:00 - 4:00	Jun 16 - 1:00 - 4:00	July 22 - 9:00 - 12:00	Aug 18 - 1:00 - 4:00

30-Hours - Intro to Computers - 1/2 day - once per week 9:00 - 12:00

Windows, Word, Excel, Outlook, PowerPoint

Start dates Apr 24, May 13, June 20, July 18, August 28



To register Call: 233-3757
e-mail - training@2000pluspct.com

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