



Learning Solutions

## Network Enhanced Training Microsoft Office 2003 Schedules

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## AUGUST 2009

Dates	Course Name	Days	Price	Description
8/10/2009	Microsoft Office 2003: Excel Level 1	1	\$175.00	You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.
8/11/2009	Microsoft Office 2003: Word Level 1	1	\$175.00	Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2003 courses. It will provide you with the basic concepts required to produce basic business documents.
8/11/2009	Microsoft Office 2003: Outlook Level 1	1	\$175.00	This course is the first in a series of three Microsoft® Office Outlook® courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Outlook® 2003, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes.
8/12/2009	Microsoft Office 2003: PowerPoint Level 1	1	\$175.00	In the past, you have used paper-based overhead systems to give presentations. Now, you want to upgrade those presentations to an electronic format. You can use Microsoft® Office PowerPoint® 2003 to give electronic presentations.
8/13/2009	Microsoft Office 2003: Word Level 2	1	\$175.00	In the first course in this series, Microsoft Word 2003 : Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft® Office Word 2003 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft® Word 2003 works for you, and you can improve the quality of your work by enhancing your documents with customized Microsoft® Word 2003 elements. In this course, you will increase the complexity of your Microsoft® Word 2003 documents by adding components such as customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2003 efficiency tools.



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8/13/2009	Microsoft Office 2003: Access Level 1	1	\$175.00	<p>Most organizations maintain and manage large amounts of information. One of the most efficient and powerful information management computer applications is the relational database. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will be introduced to the concept of the relational database by using the Microsoft® Office Access 2003 relational database application and its information management tools.</p>
8/14/2009	Microsoft Office 2003: Access Level 2	1	\$175.00	<p>As you begin this course, you should have the basic skills you need to work with a Microsoft® Office Access 2003 databases. This includes working with Access tables, relationships, queries, forms, and reports. But thus far you have been focusing on essential database user skills only. In this course you will consider how to design and create a new Access database, how to customize database components, and how to share Access data with other applications.</p>
8/17/2009	Microsoft Office 2003: Excel Level 2	1	\$175.00	<p>In Microsoft® Office Excel 2003: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft® Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.</p>
8/24/2009	Microsoft Office 2003: Outlook Level 3	1	\$175.00	<p>This course is the third in a series of Microsoft® Office Outlook® 2003 courses. It builds on the email and calendaring skills you've already obtained and will provide you with the skills needed to communicate in real time with other users, personalize mail, organize items, share and link contacts, create forms, and work offline and remotely.</p>
8/25/2009	Microsoft Office 2003: Word Level 3	1	\$175.00	<p>You know how to use Microsoft® Office Word 2003 to create and format typical business documents. But you need to work on more complex documents. In this course, you will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages.</p>



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8/25/2009	Microsoft Office 2003: Outlook Level 2	1	\$175.00	If you have been using Microsoft® Office Outlook® 2003 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Outlook courses. It provides you with the necessary skills to customize your Outlook environment, your calendar, and your mail messages so that they meet your specific needs. You will also learn how to track, share, assign, and quickly locate various Outlook items.
8/26/2009	Microsoft Office 2003: Excel Level 1	1	\$175.00	You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.
8/27/2009	Microsoft Office 2003: Word Level 1	1	\$175.00	Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2003 courses. It will provide you with the basic concepts required to produce basic business documents.
8/27/2009	Microsoft Office 2003: Access Level 3	1	\$175.00	Your training in and use of Microsoft® Office Access 2003 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Access 2003. You're now ready to extend your knowledge into some of the more specialized and advanced capabilities.
8/27/2009	Microsoft Office 2003: PowerPoint Level 2	1	\$175.00	As a Microsoft® Office PowerPoint® 2003 user familiar with the basics, you're able to convey information clearly without much glitz. That's okay, but you can do better audiences expect more than the basics. In this course, you will enhance presentations with features that will transform basic presentations into those with a powerful means of communication.
8/28/2009	Microsoft Office 2003: Access Level 4	1	\$175.00	In previous levels, you were introduced to advanced topics that dealt with local database management. In this course, you will learn remote database management, how to exchange data with XML and other type applications, and how to automate your business processes by using VBA code.



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## SEPTEMBER 2009

9/7/2009	Microsoft Office 2003: Outlook Level 1	1	\$175.00	This course is the first in a series of three Microsoft® Office Outlook® courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Outlook® 2003, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes.
9/13/2009	Microsoft Office 2003: Word Level 1	1	\$175.00	Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2003 courses. It will provide you with the basic concepts required to produce basic business documents.
9/14/2009	Microsoft Office 2003: Excel Level 1	1	\$175.00	You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.
9/15/2009	Microsoft Office 2003: PowerPoint Level 1	1	\$175.00	In the past, you have used paper-based overhead systems to give presentations. Now, you want to upgrade those presentations to an electronic format. You can use Microsoft® Office PowerPoint® 2003 to give electronic presentations.
9/16/2009	Microsoft Office 2003: Access Level 1	1	\$175.00	Most organizations maintain and manage large amounts of information. One of the most efficient and powerful information management computer applications is the relational database. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will be introduced to the concept of the relational database by using the Microsoft® Office Access 2003 relational database application and its information management tools.
9/17/2009	Microsoft Office 2003: Access Level 2	1	\$175.00	As you begin this course, you should have the basic skills you need to work with a Microsoft® Office Access 2003 databases. This includes working with Access tables, relationships, queries, forms, and reports. But thus far you have been focusing on essential database user skills only. In this course you will consider how to design and create a new Access database, how to customize database components, and how to share Access data with other applications.



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9/21/2009	Microsoft Office 2003: Excel Level 2	1	\$175.00	In Microsoft® Office Excel 2003: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft® Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.
9/21/2009	Microsoft Office 2003: Outlook Level 2	1	\$175.00	If you have been using Microsoft® Office Outlook® 2003 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Outlook courses. It provides you with the necessary skills to customize your Outlook environment, your calendar, and your mail messages so that they meet your specific needs. You will also learn how to track, share, assign, and quickly locate various Outlook items.
9/22/2009	Microsoft Office 2003: Word Level 2	1	\$175.00	In the first course in this series, Microsoft Word 2003 : Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft® Office Word 2003 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft® Word 2003 works for you, and you can improve the quality of your work by enhancing your documents with customized Microsoft® Word 2003 elements. In this course, you will increase the complexity of your Microsoft® Word 2003 documents by adding components such as customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2003 efficiency tools.
9/22/2009	Microsoft Office 2003: PowerPoint Level 2	1	\$175.00	As a Microsoft® Office PowerPoint® 2003 user familiar with the basics, you're able to convey information clearly without much glitz. That's okay, but you can do better audiences expect more than the basics. In this course, you will enhance presentations with features that will transform basic presentations into those with a powerful means of communication.



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9/24/2009	Microsoft Office 2003: Word Level 1	1	\$175.00	Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2003 courses. It will provide you with the basic concepts required to produce basic business documents.
9/24/2009	Microsoft Office 2003: Excel Level 3	1	\$175.00	You have used Microsoft® Office Excel 2003 to perform tasks such as running calculations on data and sorting and filtering numeric data. You would now like to automate some common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. In this course, you will do all of these things.
9/24/2009	Microsoft Office 2003: Access Level 4	1	\$175.00	In previous levels, you were introduced to advanced topics that dealt with local database management. In this course, you will learn remote database management, how to exchange data with XML and other type applications, and how to automate your business processes by using VBA code.
9/25/2009	Microsoft Office 2003: Excel Level 1	1	\$175.00	You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.



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OCTOBER 2009

10/6/2009	Microsoft Office 2003: Word Level 1	1	\$175.00	Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2003 courses. It will provide you with the basic concepts required to produce basic business documents.
10/6/2009	Microsoft Office 2003: Outlook Level 1	1	\$175.00	This course is the first in a series of three Microsoft® Office Outlook® courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Outlook® 2003, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes.
10/7/2009	Microsoft Office 2003: Excel Level 1	1	\$175.00	You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.
10/7/2009	Microsoft Office 2003: PowerPoint Level 1	1	\$175.00	In the past, you have used paper-based overhead systems to give presentations. Now, you want to upgrade those presentations to an electronic format. You can use Microsoft® Office PowerPoint® 2003 to give electronic presentations.
10/8/2009	Microsoft Office 2003: Word Level 2	1	\$175.00	In the first course in this series, Microsoft Word 2003 : Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft® Office Word 2003 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft® Word 2003 works for you, and you can improve the quality of your work by enhancing your documents with customized Microsoft® Word 2003 elements. In this course, you will increase the complexity of your Microsoft® Word 2003 documents by adding components such as customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2003 efficiency tools.



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10/13/2009	Microsoft Office 2003: Access Level 1	1	\$175.00	Most organizations maintain and manage large amounts of information. One of the most efficient and powerful information management computer applications is the relational database. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will be introduced to the concept of the relational database by using the Microsoft® Office Access 2003 relational database application and its information management tools.
10/14/2009	Microsoft Office 2003: Access Level 2	1	\$175.00	As you begin this course, you should have the basic skills you need to work with a Microsoft® Office Access 2003 databases. This includes working with Access tables, relationships, queries, forms, and reports. But thus far you have been focusing on essential database user skills only. In this course you will consider how to design and create a new Access database, how to customize database components, and how to share Access data with other applications.
10/19/2009	Microsoft Office 2003: Excel Level 2	1	\$175.00	In Microsoft® Office Excel 2003: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft® Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.
10/20/2009	Microsoft Office 2003: Word Level 3	1	\$175.00	You know how to use Microsoft® Office Word 2003 to create and format typical business documents. But you need to work on more complex documents. In this course, you will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages.
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10/20/2009	Microsoft Office 2003: PowerPoint Level 2	1	\$175.00	<p>As a Microsoft® Office PowerPoint® 2003 user familiar with the basics, you're able to convey information clearly without much glitz. That's okay, but you can do better audiences expect more than the basics. In this course, you will enhance presentations with features that will transform basic presentations into those with a powerful means of communication.</p> <p>You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.</p>
10/21/2009	Microsoft Office 2003: Excel Level 1	1	\$175.00	<p>Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2003 courses. It will provide you with the basic concepts required to produce basic business documents.</p>
10/22/2009	Microsoft Office 2003: Word Level 1	1	\$175.00	<p>Your training in and use of Microsoft® Office Access 2003 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft® Office Access 2003. You're now ready to extend your knowledge into some of the more specialized and advanced capabilities.</p>
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10/23/2009	Microsoft Office 2003: Access Level 4	1	\$175.00	



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## NOVEMBER 2009

11/8/2009	Microsoft Office 2003: Word Level 1	1	\$175.00	Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2003 courses. It will provide you with the basic concepts required to produce basic business documents.
11/9/2009	Microsoft Office 2003: PowerPoint Level 1	1	\$175.00	In the past, you have used paper-based overhead systems to give presentations. Now, you want to upgrade those presentations to an electronic format. You can use Microsoft® Office PowerPoint® 2003 to give electronic presentations.
11/10/2009	Microsoft Office 2003: Excel Level 3	1	\$175.00	You have used Microsoft® Office Excel 2003 to perform tasks such as running calculations on data and sorting and filtering numeric data. You would now like to automate some common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. In this course, you will do all of these things.
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DECEMBER 2009

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12/17 - 12/18	Microsoft Office 2003: Excel VBA	2	\$350.00	In the previous Excel courses, you used Excel to simplify business tasks, including the creation of spreadsheets, graphs, charts, and formulas that were difficult to create and nearly impossible to maintain using pencil and paper. You now want to simplify your work in the Excel environment by automating many of the repetitive tasks that are part of spreadsheet development. In Excel 2003: Introduction to VBA you apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks you learned in Excel 2003: Level 1 and Excel 2003: Level 2.
12/21 - 12/22	Microsoft Office 2003: Access VBA	2	\$350.00	This course is designed for experienced Access 2003 users who want to learn ActiveX Data Objects, control structures, and the basics of VBA programming.