



Blazing Moon Corporate Training Microsoft Office 2007 & 2010 Schedule

Scheduled Dates at Blazing Moon

Click on the course name to view course outline

COURSE NAME	No of Days	JAN	FEB	MAR	APR	MAY	JUNE	Submit Your Training Request via Email
Microsoft Office End User - Version 2007 or 2010								
Access Introduction - 2007/2010	1	20	-	2	12	24	28	Submit My Training Request
Access Intermediate - 2007/2010	1	9	6	12	16	28	14	Submit My Training Request
Access Advanced - 2007/2010	2	25-26	-	8-9	-	10-11	-	Submit My Training Request
Access 2007 Expert 2007/2010	1	-	17	-	-	4	-	Submit My Training Request
Computer Essentials & Typing Skills	1	-	23	-	-	28	-	Submit My Training Request
MS Office 2007 New Features (Online)	45 mins	Completed via Internet - available 24/7						Submit My Training Request
Excel Introduction - 2007/2010	1	6	3	2	5	3	1	Submit My Training Request
Excel Intermediate - 2007/2010	1	13;25	10;22	16	10;24	11;31	7;28	Submit My Training Request
Excel Advanced - 2007/2010	1	20	10;24	23	16	4;25	11;29	Submit My Training Request
Excel Pivot Tables-Workshop 2007/2010	1	26	-	26	-	14	-	Submit My Training Request
Excel Using Macros -Workshop 2007/2010	1	27	-	26	-	14	-	Submit My Training Request
Excel Functions/Formulas -Workshop 2007/2010 - Online included	2	25-26	23-24	22-23	10-11	10-11	-	Submit My Training Request
Excel Expert - 2007/2010	1	-	-	15	-	-	14	Submit My Training Request
Excel VBA - 2007/2010	3	25-27	-	26-28	-	9-11	-	Submit My Training Request
Data Analysis with Excel - 2007/2010	2	-	23 -24	-	-	28 - 29	-	Submit My Training Request
Outlook Introduction - 2007/2010	1	-	-	2	-	-	-	Submit My Training Request
Outlook Intermediate - 2007/2010	1	-	-	15	-	-	-	Submit My Training Request
Outlook Advanced - 2007/2010	1	-	-	30	-	-	-	Submit My Training Request
PowerPoint Introduction - 2007/2010	1	-	9	16	26	21	25	Submit My Training Request
PowerPoint Intermediate - 2007/2010	1	16	10	5	10	10	14	Submit My Training Request
PowerPoint Advanced - 2007/2010	0.5	17	23	19	20	11	22	Submit My Training Request
PowerPoint 2007/2010 Multimedia Workshop - Online included	1	27	27	30	10	18	28	Submit My Training Request
PowerPoint Expert - 2007/2010	1	-	-	16	-	-	-	Submit My Training Request
Upgrading to Windows 7	0.5	17	22	2	-	11	22	Submit My Training Request
Upgrading to MS Office 2010 - Online included	2	-	23-24	-	10-11	-	7-8	Submit My Training Request
Word Introduction - 2007/2010	1	-	2	9	12	17	21	Submit My Training Request
Word Intermediate - 2007/2010	1	12	17	23	26	18	25	Submit My Training Request
Word Advanced - 2007/2010	1	19	24	30	16	21	15	Submit My Training Request



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Word Styles/Templates Workshop 2007/2010 - Online included	0.5	6	17	16	13	28	14	Submit My Training Request
Word Expert - 2007/2010	1	-	25	-	-	25	-	Submit My Training Request
Visio 2007 Complete	1	30	-	26	-	14	-	Submit My Training Request



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SharePoint Designer 2007								
SharePoint Designer 2007 Introduction	2	Scheduled on Request						Submit My Training Request
SharePoint Designer 2007 Intermediate	1							Submit My Training Request
SharePoint Designer 2007 Advanced	1							Submit My Training Request
SharePoint Designer 2007 Expert	1							Submit My Training Request
Project Management for Microsoft: - Please View our Soft Skills Courses								
Principles of Project Management & Microsoft Project -2007	3	4-6	-	14-16	-	23-25	-	Submit My Training Request
Project Introduction - 2007	1	10	-	16	-	21	-	Submit My Training Request
Project Intermediate - 2007	1	-	8	-	20	-	11	Submit My Training Request
Project Advanced - 2007	2	-	-	26-27	-	14-15	-	Submit My Training Request
Project Expert - 2007	1	Schedule on Request						Submit My Training Request
Mastering Projects 2010	3	-	21-23	-	18-20	-	19-21	Submit My Training Request
MOS - Microsoft Office Specialist								
Microsoft Office Specialist 2007/2010	15	Scheduled on Request						Submit My Training Request
MOS courses include: Word 2007/2010, PowerPoint 2007/2010, Excel 2007/2010, Outlook 2007/2010, Access 2007/2010								
*Pricing and dates in this schedule are subject to change without prior notice								