



Blazing Moon Corporate Training Microsoft Office 2007 Schedule June - December 2010

COURSE NAME	No of Days	DATES AVAILABLE							
		JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
Microsoft Office End User - Version 2007									
Access Introduction - 2007	2	28-29	1-2	12-13	22-23	28-29	17-18	9-10	
Access Intermediate - 2007	1	18	5	16	28	18	22	13	
Access Advanced - 2007	2	-	8-9	-	9-10	-	10-11	-	
Access 2007 Expert	1	-	-	4	-	12	-	-	
Excel Introduction - 2007	1	2	1	5	2	5	2	6	
Excel Intermediate - 2007	1	7;28	8; 22	10; 24	9; 23	7;28	10; 25	13	
Excel Advanced - 2007	1	10;30	19; 26	16; 30	6; 20	11; 25	22; 30	15	
Excel Pivot Tables-Workshop 2007	0.5	-	29	23	16	25	8	2	
Excel Using Macros -Workshop 2007	0.5	-	14	19	21	18	19	6	
Excel Functions/Formulas -Workshop 2007	0.5	25	21	26	29	27	9	9	
Excel 2007 Expert	1	14	15	-	15	-	17	-	
Excel 2007 Core Essentials (Key Concepts Intro-Adv)	2	22-23	12-13	-	13-14	-	15-16	-	
Excel VBA - 2007	2	-	20-21	-	21-22	-	23-24	-	
Upgrading to Excel 2007 Workshop	1	22	14	-	27	-	29	-	
Outlook Introduction - 2007	1	-	7	-	8	-	18	-	
Outlook Intermediate - 2007	1	-	15	-	15	-	26	-	
Outlook Advanced - 2007	1	-	30	-	20	-	29	-	
PowerPoint Introduction - 2007	1	25	9	5	7	6	11	9	
PowerPoint Intermediate - 2007	1	17	16	11	13	13	19	14	
PowerPoint Advanced & Multimedia - 2007	1	23	19	17	22	19	24	15	
PowerPoint 2007 Multimedia Workshop	0.5	14	28	31	30	29	30	8	
PowerPoint 2007 Expert	1	-	16	-	28	-	25	-	
PowerPoint 2007 Core Essentials (Key Concepts Intro-Adv)	2	8-9	-	19-20	-	14-15	-	7-8	
Upgrading to PowerPoint 2007 Workshop	1	8	27	-	29	-	26	-	
Upgrading to Windows 7	0.5	25	6	18	17	20	3	-	
Word Introduction - 2007	1	21	9	12	17	21	4	3	
Word Intermediate - 2007	1	24	12	17	23	26	12	10	
Word Advanced - 2007	1	15	23	25	30	22	17	17	
Word Styles/Templates Workshop 2007	0.5	25	30	27	9	19	16	14	
Word 2007 Expert	1	-	29	-	14	-	18	-	
Word 2007 Core Essentials (Key Concepts Intro-Adv)	2	-	-	7-8	-	4-5	-	13-14	
Upgrading to Word 2007 Workshop	1	-	5	-	10	-	10	-	
Visio 2007 Complete	2	23-24	-	30-31	-	-	22-23	-	
SharePoint Designer 2007									
SharePoint Designer 2007 Introduction	2	Schedule on Request							
SharePoint Designer 2007 Intermediate	1								
SharePoint Designer 2007 Advanced	1								
SharePoint Designer 2007 Expert	1								
Project Management for Microsoft: - Please View our Soft Skills Courses									
Principles of Project Management & Microsoft Project -2007	3	-	-	10-12	-	6-8	-	-	
Project Introduction - 2007	1	-	-	2	-	7	-	-	
Project Intermediate - 2007	1	11	-	20	-	11	-	-	
Project Advanced - 2007	2	-	-	24-25	-	26-27	-	-	
Project Expert - 2007	1	Schedule on Request							
Project 2007 Core Essentials (Key Concepts Intro-Adv)	2								
*Pricing and dates in this schedule are subject to change without prior notice									