

July - December 2010 Microsoft Office Suite Training Schedule

As an independent specialist, iTrain provides full ongoing training support of the entire Microsoft Office Suite. iTrain covers the Essential Skills, the Intermediate skills, and the Advanced skills needed to get the most out of these programs. In most cases if you understand the latest version, you become proficient with the previous version and in addition fully prepared for future upgrades.

If you would like any further information, support, or advise please contact the iTrain team: +44 (0) 207 608 1835

Training Centres:	July					August					September					Details:	
London, Leeds, Glasgow, Swindon, Reading	Lo	Le	Gl	Sw	Re	Lo	Le	Gl	Sw	Re	Lo	Le	Gl	Sw	Re		
Microsoft Word																	
Microsoft Word 2010 Essentials	7	13	-	19	-	3	3	-	-	16	10	10	1	-	-	1	£199
Microsoft Word 2007 Essentials	7	13	19	-	-	3	3	-	9	-	10	10	1	28	-	1	£199
Microsoft Word 2003 Essentials	7	13	-	-	19	2	2	5	-	5	10	10	-	-	20	1	£199
Microsoft Word 2010 Intermediate	21	21	-	21	-	20	16	20	-	16	20	20	-	-	1	1	£199
Microsoft Word 2007 Intermediate	21	21	-	-	23	20	20	16	16	-	25	11	15	-	25	1	£199
Microsoft Word 2003 Intermediate	23	23	-	-	-	10	10	-	23	-	21	21	17	17	-	1	£199
Microsoft Word 2010 Advanced	30	30	26	26	-	23	23	-	31	-	27	27	28	10	-	1	£250
Microsoft Word 2007 Advanced	30	30	26	-	7	23	23	-	-	27	27	27	28	-	10	1	£250
Microsoft Word 2003 Advanced	7	13	19	-	-	23	23	27	-	27	29	29	-	-	1	1	£250
Microsoft PowerPoint																	
Microsoft PowerPoint 2010 Essentials	5	9	2	-	-	11	11	-	6	-	2	2	2	-	9	1	£199
Microsoft PowerPoint 2007 Essentials	5	9	-	2	-	11	11	6	-	-	2	2	2	22	-	1	£199
Microsoft PowerPoint 2003 Essentials	23	23	-	-	5	6	6	9	-	9	9	9	-	22	-	1	£199
Microsoft PowerPoint 2010 Specialised	30	30	-	2	-	16	16	25	-	-	27	27	-	-	23	1	£199
Microsoft PowerPoint 2007 Specialised	30	30	-	9	-	16	16	25	-	-	27	27	-	-	22	1	£199
Microsoft PowerPoint 2003 Specialised	30	30	23	-	23	25	25	-	21	-	22	22	23	23	-	1	£199
Microsoft Excel																	
Microsoft Excel 2010 Essentials	3	3	3	-	-	3	3	3	-	6	1	1	6	-	13	1	£199
Microsoft Excel 2007 Essentials	12	5	19	2	29	3	3	3	-	-	1	1	6	13	-	1	£199
Microsoft Excel 2003 Essentials	12	5	19	2	20	9	9	6	-	-	6	6	10	-	10	1	£199
Microsoft Excel 2010 Intermediate	20	20	-	-	-	16	16	18	-	-	9	9	14	-	13	2	£495
Microsoft Excel 2007 Intermediate	20	20	-	-	-	16	16	18	-	-	9	9	14	13	-	2	£495
Microsoft Excel 2003 Intermediate	-	-	29	-	-	18	18	30	30	-	16	16	29	-	-	2	£495
Microsoft Excel 2010 Advanced	-	-	20	-	-	10	10	20	-	-	3	3	21	-	6	1	£250
Microsoft Excel 2007 Advanced	-	-	20	-	-	10	10	20	-	10	3	3	21	6	-	1	£250
Microsoft Excel 2003 Advanced	-	-	28	-	5	4	4	26	18	-	20	20	24	-	24	1	£250
Microsoft Outlook																	
Microsoft Outlook 2010 Essentials	-	-	-	-	-	9	9	-	-	-	-	-	16	-	-	1	£199
Microsoft Outlook 2007 Essentials	-	-	-	-	-	9	9	-	-	-	-	-	16	-	-	1	£199
Microsoft Outlook 2003 Essentials	21	21	-	-	-	-	-	10	10	-	8	8	-	-	-	1	£199
Microsoft Project																	
Microsoft Project 2010 Level 1	-	-	-	-	-	12	12	-	-	12	7	7	9	9	-	2	£450
Microsoft Project 2007 Level 1	-	-	-	-	-	12	12	-	12	-	7	7	9	-	7	2	£450
Microsoft Project 2003 Level 1	-	-	-	-	-	2	2	4	-	4	14	-	-	-	14	2	£450
Microsoft Project 2010 Level 2	22	22	-	-	22	24	24	30	24	-	16	16	-	16	-	2	£495
Microsoft Project 2007 Level 2	22	22	-	22	-	24	24	30	-	26	16	16	-	-	16	2	£495
Microsoft Project 2003 Level 2	28	28	29	29	-	26	26	-	-	30	20	20	22	-	22	2	£495
Microsoft Visio																	
Microsoft Visio 2010 Essentials	-	-	23	23	-	17	17	-	-	17	13	13	-	13	-	1	£275
Microsoft Visio 2007 Essentials	-	-	23	-	23	17	17	-	17	-	13	13	-	-	13	1	£275
Microsoft Visio 2003 Essentials	-	-	-	-	-	2	2	27	-	27	10	10	-	10	-	1	£275
Microsoft Visio 2010 Specialised	-	-	-	-	-	31	31	12	12	-	-	-	-	-	-	1	£275
Microsoft Visio 2007 Specialised	-	-	-	-	-	31	31	12	-	12	-	-	-	-	-	1	£275
Microsoft Visio 2003 Specialised	-	-	30	-	30	20	20	-	20	-	22	22	28	-	28	1	£275
Microsoft Publisher																	
Microsoft Publisher 2003 Essentials	Contact iTrain on 020 7608 1835 to discuss your Publisher requirements														1	£260	
Microsoft Access																	
Microsoft Access 2010 Essentials	-	-	21	-	21	10	10	-	10	-	6	6	13	-	13	2	£450
Microsoft Access 2007 Essentials	-	-	21	21	-	10	10	-	-	10	6	6	13	13	-	2	£450
Microsoft Access 2003 Essentials	26	26	-	-	26	5	5	23	23	-	20	20	-	-	20	2	£450
Microsoft Access 2010 Specialised	-	-	-	-	-	26	26	12	-	12	-	-	-	-	-	2	£450
Microsoft Access 2007 Specialised	-	-	-	-	-	26	26	12	12	-	-	-	-	-	-	2	£450
Microsoft Access 2003 Specialised	-	-	-	-	-	23	23	-	-	23	-	-	7	7	-	2	£450

iTrain provides full ongoing training support of all releases of Microsoft Office Suite and the corresponding tool sets. If you would like any further information, support, or advise please contact the iTrain team: +44 (0) 207 608 1835

Details of scheduled course overviews; request only courses; terms and conditions; eLearning; and transition management services are available on our website: www.itraineducation.com