







February 2012				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 Excel 2007/2010 Level 2	2 Word 2007/2010 Level 3	3
6	7 Excel 2007/2010 Formulas & Functions Access 2007/2010 Reports & Forms (2 days)	8 Excel 2007/2010 Mastering Pivot Tables	9 PowerPoint 2007/2010 Level 1	10 Excel 2007/2010 Tips & Tricks Word Mail Merge (half day) Word Forms (half day)
13 	14 Word 2003 Level 2 Visio 2003/2007/2010 Level 1	15 Excel 2003 Level 2 Project 2003/2007/2010 Level 1 (2 days)	16 PowerPoint 2003 Level 1	17 Effective Information Management with Outlook 2007/2010 Word 2003 Level 3
20	21 Access 2007/2010 Level 3 Outlook 2003/2007 Level 1	22 Upgrading to Office 2007 New Features	23 Excel 2007/2010 Level 1 PowerPoint 2007/2010 Level 2	24 Outlook 2003/2007 PowerUser Level 2 What's New in Office 2007/2010 (half day each)
27	28 Excel 2007/2010 Level 2 Upgrading Office 2003 to 2010 New Features	29 Computer Basics for New PC Users (half day) Windows 7 Level 1 PowerPoint 2007/2010 Workshop Level 3		

March 2012				
Monday	Tuesday	Wednesday	Thursday	Friday
			1 Word 2007/2010 Level 1	2 Preparing Effective Presentations Level 1
5	6 Excel 2007/2010 Level 3 Project 2003/2007/2010 Level 2	7 PowerPoint 2007/2010 Level 1 Visio 2003/2007/2010 Level 2	8 Excel 2003/2007/2010 Recording Macros Access 2007/2010 Level 1	9 Delivering Effective Presentations Level 2 Excel 2003/2007/2010 VBA Level 1
12 FrameMaker 9 Level 1	13 Photoshop CS5 Level 1	14 Illustrator CS5 Level 1 XHTML, CSS & HTML4 Website Design Level 1	15 Adobe InDesign CS5 Level 1 XHTML, CSS & HTML4 Website Design Level 2	16 Adobe Acrobat 9 Level 1 Adobe Dreamweaver CS5 Level 1 Excel 2003/2007/2010 VBA Level 2
19 Adobe Dreamweaver CS5 Level 2	20 Access 2007/2010 Level 2 Excel 2003 Level 1	21 Excel 2007/2010 Level 1 PowerPoint 2003 Level 2	22 Access 2003 Level 1	23 Word 2003 Level 1
26	27 Excel 2003 Mastering Pivot Tables Excel 2007/2010 Level 2	28 FrontPage 2003 Level 1 PowerPoint 2007/2010 Level 2	29 Excel 2007/2010 Charting in Depth Word 2007/2010 Level 2	30 Outlook 2010 Level 1 Publisher 2003/2007/2010 Level 1

April 2012				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3 Adobe Flash CS5 Level 1 (2 days) Upgrading Office 2003 to 2010 New Features	4 Excel 2007/2010 Formulas and Functions	5 Upgrading to Office 2007 New Features Outlook 2010 Power User Level 2	6 Computer Basics for New PC Users (half day) Windows 7 Level 1
9 	10 PowerPoint 2007/2010 Level 1 Excel 2007/2010 Level 1	11 Excel 2007/2010 Level 2	12 Excel 2007/2010 Level 3	13 Relational Database Design Theory
	17 Excel 2003 Level 2 Project 2003/2007/2010 Level 1 (2 days)	18 PowerPoint 2003 Level 1	19 PowerPoint 2003 Level 3 Workshop Excel 2007/2010 Mastering Pivot Tables	20 Access 2003 Level 2 Excel 2007/2010 Tips & Tricks
23	24 PowerPoint 2007/2010 Level 2 Word 2007/2010 Level 3	25 What's New Office 2007/2010 (half day each) Access 2007/2010 Level 1	26 PowerPoint 2007/2010 Workshop Level 3 Access 2007/2010 Level 2	27
29	30	Computer Magic Training 4030 Moorpark Avenue, Suite 108 San Jose, CA 95117 408-261-2600 ~ www.ComputerMagicTraining.com		

May 2012				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 Access 2007/2010 Re- ports & Forms (2 days)	2 Excel 2007/2010 Level 1	3 Excel 2007/2010 Level 2	4 Excel 2003 Pivot Tables Word Mail Merge (half day) Word Forms (half day)
7	8 Excel 2007/2010 Level 3 Access 2003 Level 1	9 PowerPoint 2007/2010 Level 1 Excel 2003 Level 1	10 Excel 2003 Level 3 Access 2007/2010 Level 3	11 XHTML, CSS & HTML4 Web Site Design Level 1 Word 2003 Level 2
14 Photoshop CS5 Level 1 Dreamweaver CS5 Level 1	15 Illustrator CS5 Level 1 Acrobat 9 Level 1	16 XHTML, CSS & HTML4 Web Site Design Level 2 InDesign CS5 Level 1	17 Photoshop CS5 Level 2 Dreamweaver CS5 Level 2	18 FrameMaker 9 Level 1 Illustrator CS5 Level 2
21	22 PowerPoint 2007/2010 Level 2 Project (all versions) Level 2	23 Visio 2003/2007/2010 Level 1 Excel 2007/2010 Level 1	24 Excel 2007/2010 Level 2 Excel 2003/2007/2010 Recording Macros	25 
28	29	30 Outlook 2003/2007 Level 1 Upgrading Office 2003 to 2010 New Features	31 Word 2007/2010 Level 1 Outlook 2010 Level 1	