



August 2010				
Monday	Tuesday	Wednesday	Thursday	Friday
2 Access 2003 (2days) Reports & Forms	3 Access 2003 (2days) Reports & Forms	4 Office 2003 to 2010 New Features PowerPoint 2007 NEW Level 3 Workshop	5 Excel 2007 Mastering Pivot Tables What's New Windows 7 <i>1/2 Day</i> What's New Office 2010 <i>1/2 day</i>	6
9 Excel 2007 Tips & Tricks	10 Excel 2003/2007 Visual Basic for Applications	11 Word 2007/2010 Tips & Tricks NEW <i>1/2 Day</i> PowerPoint 2007/2010 Tips & Tricks NEW <i>1/2 day</i>	12 Word 2003 Level 3 Outlook 2007 NEW Effective Information Management	13 Excel 2003 Level 1 PowerPoint 2007 Level 1
16 Excel 2007 Level 1	17 Excel 2003 Level 2 Word 2007 Level 3	18 PowerPoint 2003 Level 1 Excel 2007 Level 2	19 Excel 2003 Charting from A-Z PowerPoint 2007 Level 2	20 FrontPage 2003 Level 1 Excel 2007 NEW Charting in Depth
23 Acrobat 9 Level 1 Excel/Access 2007 Integration <i>1/2 Day</i> Access 2007/2010 Tips/Tricks <i>1/2 day</i>	24 Excel 2003 Mastering Pivot Tables Photoshop CS4 Level 1	25 Excel 2003 Tips & Tricks Illustrator CS4 Level 1	26 Excel 2003/2007 NEW Formulas & Functions DreamWeaver CS4 Level 1	27 HTML Web Design Level 1 Excel 2007/2010 Professional Looking Spreadsheets <i>1/2 Day</i> Excel/PowerPoint/Word 2007 Integration <i>1/2 day</i>
30 FrameMaker 9 Level 1	31 Excel 2003/2007 NEW Financial & Data Analysis InDesign CS4 Level 1	Computer Magic Training 4030 Moorpark Avenue, Suite 108 San Jose, Ca 95117 Phone: 408-261-2600		

September 2010				
Monday	Tuesday	Wednesday	Thursday	Friday
 LABOR DAY		1 Word 2007 Level 1 DreamWeaver CS4 Level 2	2 Word 2003 Level 1	3 Computer Basics
	7	8 Excel 2003 Level 1 Access 2007 Level 1	9 Access 2003 Level 1 Excel 2007 Level 1	10 Excel 2003 Level 2 Word 2007 Mail Merge <i>1/2 Day</i> Word 2007Forms <i>1/2 day</i>
13 Access 2003 Level 2 Excel 2007 Level 2	14 Excel 2003 Level 3 PowerPoint 2007 Level 1	15 PowerPoint 2003 Level 2 Excel 2007 Level 3	16 Outlook 2003/2007 Level 1 Word 2007 Level 2	17 Word 2003 Level 2 Upgrading Office 2007 New Features
20 Windows 7 Level 1 Access 2007 Level 2	21 Visio 2003/2007 Level 1 FileMaker Pro 10 Level 1	22 Project 2003/2007 Level 1 (2days) Access 2007 (2days) Reports & Forms	23 Project 2003/2007 Level 1 (2days) Access 2007 (2days) Reports & Forms	24 Outlook 2003/2007 Level 2 PowerUser
27 Excel 2003 Level 1 Project 2003/2007 Level 2	28 Access 2003 Level 3 Excel 2007 Level 1	29 Excel 2003 Level 2 PowerPoint 2007 Level 2	30 PowerPoint 2003 Level 1 Excel 2007 Level 2	

October 2010				
Monday	Tuesday	Wednesday	Thursday	Friday
To Register Online: www.ComputerMagicTraining.com By Phone: 408-261-2600 All classes held at our Moorpark Facility				1 Office 2003 to 2010 New Features Access 2007 Level 3
4 Computer Basics Flash CS4 Level 1 (2 days) What's New Office 2010 <i>1/2 day</i> What's New Windows 7 <i>1/2 Day</i>	5 PowerPoint 2007 NEW Level 3 Workshop Flash CS4 Level 1 (2 days) PowerPoint 2007/2010 Tips & Tricks Word 2007/2010 Tips/Tricks NEW <i>1/2 Day</i>	6 Excel 2007 Mastering Pivot Tables DreamWeaver CS4 Level 1	7 Photoshop CS4 Level 1	8 HTML for Website Design Level 1
11 COLUMBUS DAY	12 Access 2003 Level 1 Illustrator CS4 Level 1 Access 2007/2010 Tips/Tricks <i>1/2 day</i> Excel/Access 2007 Integration <i>1/2 Day</i>	13 Database Design Theory InDesign CS4 Level 1 Excel/PowerPoint/Word 2007 Integration <i>1/2 day</i> Excel 2007/2010 Professional Looking Spreadsheets <i>1/2 Day</i>	14 Excel 2003/2007 NEW Formulas & Functions Illustrator CS4 Level 2	15 Excel 2003 Mastering Pivot Tables Acrobat 9 Level 1
18 PowerPoint 2003 NEW Level 3 Workshop Photoshop CS4 Level 2	19 Excel 2003 Level 1 FrameMaker 9 Level 1	20 Access 2003 Level 2 Excel 2007 Level 1	21 Excel 2003 Level 2 PowerPoint 2007 Level 1	22 Outlook 2007 - Effective Information Management Excel 2007 Level 2
25 Excel 2003/2007 NEW Financial & Data Analysis 1	26 Access 2003 Reports & Forms (2 days) Access 2007 Macros NEW Excel 2007 Charting in Depth	27 Access 2003 Reports & Forms (2 days) Word 2007 Level 3	28 PowerPoint 2007 Level 2	29 Excel 2003 Charting from A-Z Publisher 2003/2007 Level 1

November 2010				
Monday	Tuesday	Wednesday	Thursday	Friday
1 Office 2003 to 2010 New Features Excel 2007 Recording Macros NEW	2 Word 2003 Level 1 Access 2007 Level 1	3 Excel 2003 Tips & Tricks Word 2007 Level 1	4 Outlook 2003/2007 Level 1	5 Word 2003 Level 2
8 Excel 2007 Tips & Tricks Word 2007 Mail Merge <i>1/2 Day</i> Word 2007Forms <i>1/2 day</i>	9 Access 2007 Level 2 PowerPoint 2003 Level 1	10 Excel 2003 Level 1 PowerPoint 2007 Level 1	11 Excel 2007 Level 1 PowerPoint 2003 Level 2	12 Word 2007 Level 2 Excel 2003 Level 2
15 Word 2003 Level 3 Excel 2007 Level 2	16 Excel 2003 Level 3 Access 2003 Level 1	17 Excel 2007 Level 3 FileMaker Pro 10 Level 1	18 Project 2003/2007 Level 1 (2days) Access 2007 (2days) Reports & Forms Access 2003 Macros (2days)	19 Project 2003/2007 Level 1 (2days) Access 2007 (2days) Reports & Forms Access 2003 Macros (2days)
22 Word 2007 Level 3	23 Outlook 2007 - Effective Information Management Visio 2003/2007 Level 1	24 Project 2003/2007 Level 2 Access 2007 Level 3	25  THANKSGIVING	26
29 Windows 7 Level 1 FileMaker Pro 10 Level 2	30 Visio 2003/2007 Level 2 Excel 2003/2007 1 VBA Visual Basic for Applications			