

# Public Enrollment Class Schedule

July 2010				
Monday	Tuesday	Wednesday	Thursday	Friday
To Register Online: <a href="http://www.ComputerMagicTraining.com">www.ComputerMagicTraining.com</a> By Phone: 408-261-2600  All classes held at our Moorpark Facility			1 PowerPoint 2003 Level 1 ..... Excel 2007 Level 1	2 Excel 2003 Level 1 ..... Outlook 2003/2007 Level 1
5  4th OF JULY HOLIDAY	6 Excel 2003 Level 2 ..... PowerPoint 2007 Level 1	7 Word 2003 Level 1 ..... Excel 2007 Level 2	8 Excel 2003 Level 3 ..... PowerPoint 2007 Level 2	9 Access 2003 Level 1 ..... Excel 2007 Level 3
12 Excel 2003 <b>NEW</b> Recording Macros ..... Access 2007 Level 1	13 Word 2003 Level 2 ..... Outlook 2003/2007 Level 2	14 Computer Basics	15 Windows 7 Level 1	16 Access 2003 Level 2
19 Excel 2003 Level 1 ..... Access 2007 Level 2	20 Visio 2003/2007 Level 1 ..... Word 2007 Level 1	21 Project 2003/2007 Level 1 (2days) ..... Access 2007 (2days) Reports & Forms	22 Project 2003/2007 Level 1 (2days) ..... Access 2007 (2days) Reports & Forms	23 Excel 2007 Level 1 ..... FileMaker 10 Level 1
26 Project 2003/2007 Level 2 ..... Excel 2007 <b>NEW</b> Recording Macros	27 PowerPoint 2003 Level 2 ..... Excel 2007 Level 2	28 Excel 2003 Level 2 ..... Word 2007 Level 2	29 PowerPoint 2003 Level 3 Workshop <b>NEW</b> ..... Word 2007 Mail Merge 1/2 Day ..... Word 2007Forms 1/2 day	30 Publisher 2003/2007 Level 1 ..... Upgrading Office 2007 New Features

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 <b>NEW</b> Level 3 Workshop	5 Excel 2007 Mastering Pivot Tables	6
9 Excel 2007 Tips & Tricks	10 Excel 2003/2007 Visual Basic for Applications	11 Private Group Class	12 Word 2003 Level 3 ..... Outlook 2007 <b>NEW</b> 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 <b>NEW</b> Charting in Depth
23 Acrobat 9 Level 1	24 Excel 2003 Mastering Pivot Tables ..... Photoshop CS4 Level 1	25 Excel 2003 Tips & Tricks ..... Illustrator CS4 Level 1	26 Excel 2003/2007 <b>NEW</b> Formulas & Functions ..... DreamWeaver CS4 Level 1	27 HTML for Website Design Level 1
30 FrameMaker 9 Level 1	31 Excel 2003/2007 <b>NEW</b> 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
		1 Word 2007 Level 1 ..... DreamWeaver CS4 Level 2	2 Word 2003 Level 1	3 Computer Basics
6  LABOR DAY	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 1/2 Day ..... Word 2007Forms 1/2 day
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
				1 Office 2003 to 2010 New Features ..... Access 2007 Level 3
4 Computer Basics ..... Flash CS4 Level 1 (2 days)	5 PowerPoint 2007 <b>NEW</b> Level 3 Workshop ..... Flash CS4 Level 1 (2 days)	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	13 Relational Database Design Theory ..... InDesign CS4 Level 1	14 Excel 2003/2007 <b>NEW</b> Formulas & Functions ..... Illustrator CS4 Level 2	15 Excel 2003 Mastering Pivot Tables ..... Acrobat 9 Level 1
18 PowerPoint 2003 <b>NEW</b> 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 <b>NEW</b> Financial & Data Analysis 1	26 Access 2003 Reports & Forms (2 days) ..... Access 2007 Macros <b>NEW</b> ..... 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