



February 2012 Schedule of Classes

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Call or Email to Enroll	Schedule subject to change without notice		1 Call or Email to enroll in classes or webinars 949-533-8400	2 Excel Basics 2007/10 8:30am-12:30, \$79	3 Int Excel Database Features 8:30am-Noon, \$79	4 Not Available
5 Online trainings are noted as Webinar. All others are classroom trainings	6 Word Basics 5:00pm-8:00, \$79	7 Beginning Excel 2007 @ UCLA UCLA Staff Only	8 Excel Basics 1:00pm-4:30, \$79 Excel Formulas 5:00pm-8:00pm, \$79	9 Int Access 2007 @ UCLA UCLA Staff Only	10 PowerPoint Basics 8:30am-Noon, \$79 Manage Files & Pictures, 2:30pm-5:30, \$69	11 Excel Basics 9:00am-1:00, \$79
12	13 QuickBooks Basics 1:00 pm-5:00pm, \$79	14 Beginning Computer 9:00am -12:00, \$69 Outlook 5:00pm-8:00pm, \$79	15 Excel 2003 Level 1 @ UCLA UCLA Staff Only	16 Microsoft Word for Users Who Never Got Training, 8:30am-Noon, \$79	17 Int Word, 9:00am-Noon, \$79 Excel Spreadsheets – 1:30pm-5:00pm, \$79	18 Booked
19	20 By Appointment Only	21 Microsoft Word for Users Who Never Got Training, 8:30am-Noon, \$79	22 Excel 2007 Level 3 @ UCLA UCLA Staff Only	23 QuickBooks Basics 9:00am-12:30, \$79 PowerPoint Basics 5:00pm-8:00pm, \$69	24 Facebook, LinkedIn, Twitter, 1:30pm-4:30, \$69	25 Microsoft Word for Users Who Never Got Training, 9:00am-Noon, \$79
26	27 Outlook 1:30pm-4:30, \$79	28 Intermediate Excel 2007 @ UCLA UCLA Staff Only	29 Excel Database 8:30am-Noon, \$79 Advanced Excel 5:30pm-8:30, \$79	March 1 Beg Access 2007 @ UCLA UCLA Staff Only	2 Booked	Check the March schedule!
Like us on Facebook →	Facebook: Facebook.com/ComputerTutor	www.ComputerTutorTraining.com 3189 Airway Ave, B, Costa Mesa, CA 92626			Twitter: Twitter.com/MelissaTutors	