



COMPUTER TRAINING COURSE SCHEDULE

5375 Main Street • PO Box 225 • East Petersburg, PA 17520-0225
Phone: 717-560-3552 • Fax: 717-569-1135 • Web: www.pceasy.com • E-mail: info@pceasy.com



December 9, 2011 – December 16, 2011 (Page 1 of 2)

Only ONE date required per class.

ATTENTION! NEWS UPDATE

PC Easy will continue to support training after the first of the year for those Customers who have facilities and equipment at their location. We will also continue to support those who need Consulting or Development work in areas where we have expertise.

Spotlight Class

Windows – File Mgmt (Organize Your PC) – (\$135)

Versions Vista & Windows 7

Fri., Dec. 9 (8:00 AM to Noon)

** FULL **

Mon., Dec. 12 (8:00 AM to Noon)

Office 2007/2010 Changes (4 Hrs) – (\$150)

Outlook, Excel, and Word

** NEW **

CALL FOR DATES

PowerPoint, Excel, and Word

** NEW **

CALL FOR DATES

** “Byte-Size” Classes **

2 Hour Specialized Topics (Hands-On) – (\$65)

E-Bay – Online Buying & Selling (2 Hrs) – \$65

Tues., Dec. 13 (5:30 to 7:30 PM)

* Evening Class *

Mail Merge (2 Hrs) – (\$65)

Wed., Dec. 14 (5:30 to 7:30 PM)

* Evening Class *

Please give us a call if you need a Byte-Size class scheduled.

Access Queries

Charting in Excel

Charting in Power Point & Excel

Protecting Your PC

ABC's of Personal Computing – (\$120)

CALL FOR DATES

Access – Basics (Database) – (\$150)

Versions 97 thru 2003

CALL FOR DATES

Versions 2007 & 2010

CALL FOR DATES

Access – Intermediate Part I – (\$150)

Versions 97 thru 2003

Mon., Dec. 12 (1:00 to 5:00 PM)

Versions 2007 & 2010

Mon., Dec. 12 (1:00 to 5:00 PM)

Access – Intermediate Part II – (\$150)

Versions 97 thru 2007

Wed., Dec. 14 (8:00 AM to Noon)

Version 2010

Wed., Dec. 14 (8:00 AM to Noon)

Access Advanced – Ver 97 thru 2007– (\$150)

Versions 97 thru 2007

Fri., Dec. 16 (8:00 AM to Noon)

Version 2010

Fri., Dec. 16 (8:00 AM to Noon)

ACT! – Basics (Contact Mgr) – Ver 6.0 thru 2011 – (\$135)

CALL FOR DATES

Charting in Excel 2007/2010 (2 Hrs) – (\$65)

CALL FOR DATES

Dreamweaver (Adobe) (Web Dev.) – Basics – (\$175)

Wed., Dec. 14 (1:00 to 5:00 PM)

E-Bay – Online Buying & Selling (2 Hrs) – \$65

Tues., Dec. 13 (5:30 to 7:30 PM)

* Evening Class *

Excel – Basics (Spreadsheet) – (\$135)

Versions 97 thru 2003

CALL FOR DATES

Versions 2007 & 2010

CALL FOR DATES

Excel – Intermediate Part I – (\$135)

Versions 97 thru 2003

Fri., Dec. 9 (8:00 AM to Noon)

Tues., Dec. 13 (1:00 to 5:00 PM)

Versions 2007 & 2010

Fri., Dec. 9 (8:00 AM to Noon)

Tues., Dec. 13 (1:00 to 5:00 PM)

Excel – Intermediate Part II – (\$135)

Versions 97 thru 2003

Mon., Dec. 12 (8:00 AM to Noon)

Versions 2007 & 2010

Mon., Dec. 12 (8:00 AM to Noon)

Excel – Advanced – (\$135)

Versions 97 thru 2003

CALL FOR DATES

Versions 2007 & 2010

Thurs., Dec. 15 (1:00 to 5:00 PM)

InDesign – (Desktop Publishing) (\$175)

Basics: CALL FOR DATES

Inter: CALL FOR DATES

Internet – Basics (\$135)

CALL FOR DATES

Keyboarding – Basics – (\$120)

Wed., Dec. 14 (8:00 AM to Noon)

See page 2 for more classes



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Mail Merge (2 Hrs) – (\$65)

Wed., Dec. 14 (5:30 to 7:30 PM)

* Evening Class *

Office Changes - Outlook, Excel & Word – (\$150)

CALL FOR DATES

Office Changes - PowerPoint, Excel & Word – (\$150)

CALL FOR DATES

Outlook Basics (E-mail/Calendar) – (\$135)

Versions 97 thru 2010

CALL FOR DATES

Outlook Intermediate (E-mail/Calendar) – (\$135)

Versions 97 thru 2010

CALL FOR DATES

PowerPoint – Basics – (\$135)

Versions 97 thru 2003

CALL FOR DATES

Versions 2007 & 2010

CALL FOR DATES

PowerPoint – Intermediate – (\$135)

Versions 97 thru 2003

CALL FOR DATES

Versions 2007 & 2010

CALL FOR DATES

Project Basics (Project Planner) – (\$135)

Versions 2000 thru 2010

CALL FOR DATES

Project Intermediate (Project Planner) – (\$135)

Versions 2000 thru 2010

CALL FOR DATES

Publisher – Basics – (\$135)

Versions 97 thru 2010

CALL FOR DATES

QuickBooks (Accounting) – (\$150)

Versions 2006 thru 2011

Thurs., Dec. 15 (8:00 AM to 1:00 PM)

Visio – Basics – (\$135)

Versions 2000 thru 2010

CALL FOR DATES

Windows – Basics – (\$135)

Versions 98, 2000, and XP

CALL FOR DATES

Versions Vista & Windows 7

CALL FOR DATES

Windows – File Mgmt (Organize Your PC) – (\$135)

Versions Vista & Windows 7

Fri., Dec. 9 (8:00 AM to Noon)

** FULL **

Mon., Dec. 12 (8:00 AM to Noon)

Word – Basics – (\$135)

Versions 97 thru 2003

CALL FOR DATES

Versions 2007 & 2010

CALL FOR DATES

Word – Intermediate Part I – (\$135)

Versions 97 thru 2003

Thurs., Dec. 15 (8:00 AM to Noon)

Versions 2007 & 2010

Thurs., Dec. 15 (8:00 AM to Noon)

Word – Intermediate Part II – (\$135)

Versions 97 thru 2003

CALL FOR DATES

Versions 2007 & 2010

CALL FOR DATES

Word – Advanced – (\$135)

Versions 97 thru 2007

CALL FOR DATES

Version 2010

CALL FOR DATES

If you don't see a class that you are looking for,
call us and we will try to set it up.

Why PC Easy?

- ◆ Instructor-led classes
- ◆ Hands-on instruction at your own workstation in our classroom
- ◆ User-friendly documentation written in layman's terms included
- ◆ FREE post-class telephone support
- ◆ Refreshments provided
- ◆ Handicapped accessible
- ◆ CPE Credits for accounting professionals
- ◆ Classes not cancelled for low enrollment

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See page 1 for more classes