

Microsoft Word 2003 Introduction \$129

July 27 and 29 T Th 1:00-4:00 p.m.
 Oct 5 and 6 T W 8:15-11:15 a.m.
 Dec 6 and 8 M W 1:00-4:00 p.m.

Microsoft Word 2003 Advanced \$129

Sept 7 and 10 T F 1:00-4:00 p.m.

Microsoft Word 2007 Introduction \$149

July 19 and 21 M W 1:00-4:00 p.m.
 Aug 30 & Sept 1 M W 1:00-4:00 p.m.
 Oct 12 and 14 T Th 8:15-11:15 a.m.
 Dec 1 and 3 Th F 8:15-11:15 a.m.

Microsoft Word 2007 Creating Forms \$149

& Templates

Sept 20 and 21 M T 1:00-4:00 p.m.
 Nov 9 and 12 T F 1:00-4:00 p.m.
 Dec 14 and 16 T Th 1:00-4:00 p.m.

Microsoft Word 2007 Advanced \$149

July 26 and 28 M W 1:00-4:00 p.m.
 Oct 15 and 26 M T 8:15-11:15 a.m.
 Dec 13 and 15 M W 1:00-4:00 p.m.

Microsoft Access 2003 Introduction \$129

July 19 and 21 M W 1:00-4:00 p.m.
 Sept 27 and 28 M T 8:15-11:15 a.m.

Microsoft Access 2007 Introduction \$149

July 13 and 15 T Th 8:15-11:15 a.m.
 Aug 30 and 31 M T 8:15-11:15 a.m.
 Oct 5 and 7 T Th 8:15-11:15 a.m.
 Nov 1 and 2 M T 8:15-11:15 a.m.
 Nov 30 and Dec 2 T Th 8:15-11:15 a.m.

Microsoft Access 2007 Advanced – Part 1 \$149

July 20 and 22 T Th 8:15-11:15 a.m.
 Sept 9 and 10 Th F 1:00-4:00 p.m.
 Oct 21 and 22 Th F 8:15-11:15 a.m.
 Nov 15 and 16 M T 8:15-11:15 a.m.
 Dec 7 and 9 T Th 8:15-11:15 a.m.

Microsoft Access 2007 Advanced – Part 2 \$149

July 27 and 29 T Th 8:15-11:15 a.m.
 Sept 23 and 24 Th F 1:00-4:00 p.m.
 Oct 28 and 29 Th F 1:00-4:00 p.m.
 Nov 22 and 23 M T 8:15-11:15 a.m.
 Dec 14 and 16 T Th 8:15-11:15 a.m.

Microsoft Excel 2003 Introduction \$129

July 20 and 22 T Th 8:15-11:15 a.m.
 Sept 9 and 10 Th F 8:15-11:15 a.m.
 Nov 15 and 17 M W 1:00-4:00 p.m.

Microsoft Excel 2007 Introduction \$149

July 12 and 14 M W 8:15-11:15 a.m.
 Sept 1 and 2 W Th 8:15-11:15 a.m.
 Oct 4 and 6 M W 1:00-4:00 a.m.
 Nov 4 and 5 Th F 8:15-11:15 a.m.
 Nov 29 and Dec 2 M F 1:00-4:00 p.m.

Microsoft Excel 2007 Advanced – Part 1 \$149

July 19 and 21 M W 8:15-11:15 a.m.
 Sept 14 and 16 T Th 8:15-11:15 a.m.
 Oct 12 and 14 T Th 1:00-4:00 a.m.
 Nov 9 and 12 T F 8:15-11:15 a.m.
 Dec 6 and 10 M F 8:15-11:15 a.m.

Microsoft Excel 2007 Advanced – Part 2 \$149

July 26 and 28 M W 8:15-11:15 a.m.
 Sept 21 and 23 T Th 8:15-11:15 a.m.
 Oct 26 and 28 T Th 1:00-4:00 p.m.
 Nov 18 and 19 Th F 8:15-11:15 a.m.
 Dec 13 and 17 M F 8:15-11:15 a.m.

Microsoft PowerPoint 2003 Introduction \$129

Oct 4 and 5 M T 1:00-4:00 p.m.

Microsoft PowerPoint 2007 Introduction \$149

July 12 and 14 M W 1:00-4:00 p.m.
 Sept 28 and 30 T Th 8:15-11:15 a.m.
 Nov 4 and 5 Th F 1:00-4:00 p.m.
 Dec 9 and 10 Th F 1:00-4:00 p.m.

Microsoft PowerPoint 2007 Advanced \$149

July 27 and 29 T Th 1:00-4:00 p.m.
 Nov 18 and 19 Th F 1:00-4:00 p.m.

QuickBooks \$149

July 20 and 22 T Th 1:00-4:00 p.m.
 Aug 30 and 31 M T 1:00-4:00 p.m.
 Oct 21 and 22 Th F 1:00-4:00 p.m.
 Dec 20 and 21 M T 8:15-11:15 a.m.

Each participant receives a Quick Reference Book. To optimize hands-on learning, each participant uses a PC with an Instruction Projection Screen next to it.

New Mini Classes

\$75 each class or 6 classes for \$375 (one free)

Microsoft Word - Creating Publications: Sept 10, 8:15-11:15 a.m. **OR** Oct 25, 1:00-4:00 p.m.

Microsoft Word - Sharing Documents, Tracking Changes and Comparing Documents: Oct 8, 8:15-11:15 a.m. **OR** Nov 22, 1-4 p.m.

Microsoft PowerPoint - Using SmartArt: Sept 17, 8:15-11:15 a.m. **OR** Nov 1, 1:00-4:00 p.m.

Microsoft PowerPoint - Photographs and Picture Albums: Oct 1, 8:15-11:15 a.m. **OR** Nov 15, 1:00-4:00 p.m.

Microsoft Excel - Creating and Using Formulas: Sept 24, 8:15-11:15 a.m. **OR** Nov 8, 1:00-4:00 p.m.

Microsoft Excel - Pivot Tables In Depth: Oct 15 8:15-11:15 a.m. **OR** Dec 6 1:00-4:00 p.m.

Register on-line at www.RochesterBusinessAlliance.com or email Michele.Hefferon@RBAAlliance.com.

Computer training is held at Accent Training, Gateway Plaza, 2352 Lyell Ave, Rochester, 14606

For directions, go to www.RochesterBusinessAlliance.com or call (585) 256-4614.