

# ZEP COMPUTER TRAINING

Course	Duration	March 2008	April 2008	May 2008
<b>WINDOWS</b>		Course Dates	Course Dates	Course Dates
Windows Vista - Introduction	1 Day or 2 Evenings	5 21 & 28	7 18 & 25	5 21 & 28
<b>WORD PROCESSING</b>				
Microsoft Word Level I	1 Day or 2 Evenings	4, 6, 19 10, 18 & 25, 20 & 27	3, 10, 17, 24 4 & 11, 18 & 25, 22 & 29	2, 6, 19 2 & 9, 16 & 23, 30 & **
Microsoft Word Level II	1 Day	7, 21, 22*	4, 25, 26*	7, 21, 31
<b>SPREADSHEET</b>				
Microsoft Excel - Level I	1 Day or 2 Evenings	5, 7, 8*, 14, 20, 15* 5, 12 & 19, 17 & 24	9, 16, 23, 30, 3 & 10, 17 & 24,	5, 7, 14, 20, 5 & 12, 19 & 26, 17 & 24
Microsoft Excel - Level II	1 Day or 2 Evenings	11, 22* 21 & 28	12*, 16, 23 & 30	15, 22 22 & 29
Microsoft Excel - 2007	1 Day	27	26	27
<b>PowerPoint</b>				
PowerPoint – Level I	1 Day or 2 Evenings	18 6 & 13	21 7 & 14,	16 6 & 13
PowerPoint - Advanced	1 Day	26	22	26
<b>ACCESS</b>				
Microsoft Access –Level I	1 Day or 2 Evenings	12, 24, 25, 29* 6 & 13, 20 & 27	11, 18, 28, 8 & 15, 9 & 16	1, 12, 23, 28, 7 & 14, 20 & 27
Microsoft Access – 2007	1 Day	28	14	29
<b>Publisher</b>				
Microsoft Publisher	1 Day	17	29	17
PowerPoint Seminar	TBA	TBA	TBA	TBA
<b>Computer Literacy for Mature People</b>	At Clients' Learning Rate	At Clients' Request	At Clients' Request	At Clients' Request

## Course Fees

\$189.00<sup>1\*</sup>

**5-15% Discount.**  
Available for Multiple Registrations.  
Call for detail

## Course Times

**Weekdays: 9am – 4pm**  
**Evenings: 6pm – 9pm**  
**Weekends: 9am – 3pm**

**Onsite Training & Hourly Arrangements are Available**

Register Online At  
[www.zepcomputers.com](http://www.zepcomputers.com)  
OR Call  
**905-463-1937**

**Zep Computer Training & PowerPoint Communications**  
338 Queen Street East,  
Suite 214, Brampton,  
ON, L6V 1C4.  
Tel: 905-463-1937  
Toll Free 1-877-220-5115  
[info@zepcomputers.com](mailto:info@zepcomputers.com)

<sup>1\*</sup> Except for Computer Literacy for Mature People and Level II Courses