



MS OFFICE 2007 TRAINING

DATE	APPLICATION	TIME	LOCATION
Monday, September 21	Exploring the Interface of Microsoft Office	12:10 p.m. to 12:45 p.m.	Rm. 320, King Hall
Tuesday, September 22	Microsoft Word (Basic)	12:10 p.m. to 12:45 p.m. 5:00 p.m. to 6:15 p.m.	Rm. 320, King Hall
Monday, October 5	Microsoft Excel (Basic)	12:10 p.m. to 12:45 p.m. 5:00 p.m. to 6:15 p.m.	Rm. 320, King Hall
Friday, October 9	Microsoft Excel/PowerPoint (Basic)	10:00 a.m. to 12:00 noon	New Rochelle
Wednesday, October 14	Microsoft PowerPoint (Basic)	12:10 p.m. to 12:45 p.m.	Rm. 320, King Hall
Friday, October 16	Microsoft Excel (Basic)	10:00 a.m. to 11:30 a.m.	Rm. 320, King Hall
Saturday, October 17	Microsoft PowerPoint (Basic)	10:00 a.m. to 11:30 a.m.	Rm. 320, King Hall
Monday, October 19	Microsoft Access (Basic)	12:10 p.m. to 12:45 p.m. 5:00 p.m. to 6:15 p.m.	Rm. 320, King Hall
Saturday, October 24	Microsoft Excel (Basic/Intermediate)	10:00 a.m. to 11:30 a.m.	Rm. 320, King Hall
Thursday, November 5	Microsoft Excel (Basic/Intermediate)	12:10 p.m. to 12:45 p.m. 5:00 p.m. to 6:15 p.m.	Rm. 320, King Hall
Monday, November 9	Microsoft PowerPoint (Basic/Intermediate)	12:10 p.m. to 12:45 p.m. 5:00 p.m. to 6:15 p.m.	Rm. 320, King Hall
Thursday, November 12	Microsoft Word, Excel, PowerPoint	2:30 p.m. to 5:00 p.m.	Rm. 320, King Hall

FALL '09 LRC WORKSHOPS - Get Involved!