



MCW Group Training Schedule from June - September 2010



Training Centres at Wrexham, Stafford and Warrington. We can also deliver on site if required

Course	Level	June	July	August	September
Microsoft Office 2010					
MS Office 2010	Workshop	TBC	5	2	1
Word 2010	Introductory	TBC	1 19	2 16	1 20
Word 2010	Intermediate	TBC	2 20	3 17	2 21
Word 2010	Advanced	TBC	5 21	4 18	3 22
Word 2010	Migration	TBC	6	5	6
Excel 2010	Introductory	TBC	6 26	9 23	6 27
Excel 2010	Intermediate	TBC	7 27	10 24	7 28
Excel 2010	Advanced	TBC	8 28	11 25	8 29
Excel 2010	Migration	TBC	9	12	9
PowerPoint 2010	Introductory	TBC	1 19	2 16	1 20
PowerPoint 2010	Advanced	TBC	2 21	4 18	3 22
PowerPoint 2010	Migration	TBC	6	5	6
Outlook 2010	Introductory	TBC	14 26	9 23	6 27
Outlook 2010	Advanced	TBC	15 27	10 24	7 28
Access 2010	Introductory	TBC	12 26	9 23	6 21
Access 2010	Intermediate	TBC	13 27	10 24	7 22
Access 2010	Advanced	TBC	14 28	12 25	8 23
Microsoft Office 2007					
MS Office 2007	Workshop	1	5	2	1
Word 2007	Introductory	1 15	1 19	2 16	1 20
Word 2007	Intermediate	2 16	2 20	3 17	2 21
Word 2007	Advanced	3 17	5 21	4 18	3 22
Word 2007	Migration	1	6	5	6
Excel 2007	Introductory	8 30	6 26	9 23	6 27
Excel 2007	Intermediate	Full 21	7 27	10 24	7 28
Excel 2007	Advanced	11 22	8 28	11 25	8 29
Excel 2007	Migration	1	9	12	9
PowerPoint 2007	Introductory	8 14	1 19	2 16	1 20
PowerPoint 2007	Intermediate	11 15	20	3 17	2 21
PowerPoint 2007	Advanced	14 29	2 21	4 18	3 22
Outlook 2007	Introductory	7 23	14 26	2 23	6 27
Outlook 2007	Advanced	8 24	15 27	4 24	7 28
Access 2007	Introductory	3 21	12 26	9 23	6 21
Access 2007	Intermediate	7 22	13 27	10 24	7 22

For further information or details on courses not listed - please contact the Training Team

Telephone 01978 340372/340353/340361 Web www.mcwgroup.co.uk

E-mail lisa.hughes@mcwgroup.co.uk or karen.morrison@mcwgroup.co.uk

PRINCE2® is a registered trade mark of the Office of Government Commerce in the United Kingdom and other countries.



MCW Group Training Schedule from June - September 2010



Training Centres at Wrexham, Stafford and Warrington. We can also deliver on site if required

Access 2007	Advanced	8	23	14	28	12	25	8	23
Course	Level	June		July		August		September	
MS Office 2003, 2002 (XP), 2000									
Word	Introductory	1	15	1	19	2	16	1	20
Word	Intermediate	2	16	2	20	3	17	2	21
Word	Advanced	3	17	5	21	4	18	3	22
Excel	Introductory	7	21	6	26	9	23	6	27
Excel	Intermediate	8	24	7	27	10	24	7	28
Excel	Advanced	10	25	8	28	11	25	8	29
PowerPoint	Introductory	8	14	1	19	2	16	1	20
PowerPoint	Advanced	14	29	2	21	4	18	3	22
Outlook	Introductory	7	23	14	26	2	23	6	27
Outlook	Advanced	8	24	15	27	4	24	7	28
Access	Introductory	3	21	12	26	9	23	6	21
Access	Intermediate	Full	22	13	27	10	24	7	22
Access	Advanced	Full	23	14	28	12	25	8	23

For further information or details on courses not listed - please contact the Training Team

Telephone 01978 340372/340353/340361 Web www.mcwgroup.co.uk

E-mail lisa.hughes@mcwgroup.co.uk or karen.morrison@mcwgroup.co.uk

PRINCE2® is a registered trade mark of the Office of Government Commerce in the United Kingdom and other countries.



MCW Group Training Schedule from June - September 2010



Training Centres at Wrexham, Stafford and Warrington. We can also deliver on site if required

Course	Level		June	July	August	September
Microsoft Office Specialist courses MOS 2003 with Exam included						
Access 2003	Comprehensive	2 Days	Full	7 & 8	9 & 10	13 & 14
Word 2003	Core	2 Days	Full	14 & 15	16 & 17	15 & 16
Word 2003	Expert	2 Days	Full	16 & 19	Tel	20 & 21
Excel 2003	Core	2 Days	1 & 2	21 & 22	11 & 12	23 & 24
Excel 2003	Expert	2 Days	Full	28 & 29	Tel	29 & 30
PowerPoint 2003	Comprehensive	2 Days	Full	5 & 6	Tel	9 & 10
Outlook 2003	Comprehensive	2 Days	Full	Tel	Tel	1 & 2
Microsoft Certified Application Specialist (MCAS) for MS Office 2007						
Access 2007	MCAS	2 Days	Tel	7 & 8	9 & 10	13 & 14
Word 2007	MCAS	2 Days	Tel	14 & 15	16 & 17	15 & 16
Excel 2007	MCAS	2 Days	Tel	21 & 22	11 & 12	24 & 24
PowerPoint 2007	MCAS	2 Days	Tel	5 & 6	Tel	9 & 10
Outlook 2007	MCAS	2 Days	Tel	Tel	Tel	1 & 2
Using MS Office for Specific Job Roles						
HR Managers			16	6	19	15
MS Office for PA's			16	6	19	15
MS PowerPoint for Marketing Managers			14	7	12	16
Dealing with Death by PowerPoint			11	7	12	16
MS Office Sales			14	12	24	20
How to Manage IT Training Projects			24	12	24	20
Web Development						
HTML	Intro & Adv	2 Day	Full	6 & 7	4 & 5	1 & 2
FireWorks	Intro	2 Day	Full	9 & 12	6 & 9	3 & 6
Flash	Intro & Adv	2 Day	16 (Intro)	13 & 14	10 & 11	7 & 8
Dreamweaver	Introductory	1 Day	Full	8 (CS4) or 15	12	9
Dreamweaver	Advanced	1 Day	Full	16	13	10

For further information or details on courses not listed - please contact the Training Team

Telephone 01978 340372/340353/340361 Web www.mcwgroup.co.uk

E-mail lisa.hughes@mcwgroup.co.uk or Karen.morrison@mcwgroup.co.uk

PRINCE2® is a registered trade mark of the Office of Government Commerce in the United Kingdom and other countries.



MCW Group Training Schedule from June - September 2010



Training Centres at Wrexham, Stafford and Warrington. We can also deliver on site if required

Course	Level		June	July	August	September
Microsoft Project 2007						
Project 2007	Introductory	1 Day	1 15	6 19	3 24	13 28
Project 2007	Intermediate	2 Days	2 16	7 20	4 25	14 29
Project 2007	Advanced	3 Days	3 17	8 21	5 26	15 30
Microsoft Project 2003, XP 2000 and 98						
Project	Introductory	1 Day	1 15	6 19	3 24	13 28
Project	Intermediate	2 Days	2 16	7 20	4 25	14 29
Project	Advanced	3 Days	3 17	8 21	5 26	15 30
Programming						
Excel VBA (Macros)		1 Day	7	14	12	9
Visual Basic	Introductory	2 Days	7 & 8	15 & 16	6 & 9	13 & 14
Drawing & Design						
Publisher 2000	Introductory	1 Day	10	22	25	27
Publisher 2002	Introductory	1 Day	10	22	25	27
Publisher 2002	Advanced	1 Day	11	23	26	28
Publisher 2003	Introductory	1 Day	10	22	25	27
Publisher 2003	Advanced	1 Day	11	23	26	28
Visio	Introduction	1 Day	8	15	26	16
Visio	Advanced	1 Day	11	16	27	17
Adobe Photoshop	Intro	2 Day	7 & 8	19 & 20	16 & 17	13 & 14
Adobe Photoshop	Adv	2 Day	21 & 22	21 & 26	18 & 19	15 & 16
Adobe Indesign	Intro & Adv	2 Day	24 (intro)	27 & 28	Tel	17 & 20
Adobe Illustrator	Intro	2 Day	28 & 29	29 & 30	Tel	21 & 22
Adobe Illustrator	Advanced	2 Day	Tel	Tel	2 & 3	23 & 24
Reports V 10	Introductory	1 Day	28	22	26	16
Reports V 10	Advanced	1 Day	29	23	27	17

For further information or details on courses not listed - please contact the Training Team

Telephone 01978 340372/340353/340361 Web www.mcwgroup.co.uk

E-mail lisa.hughes@mcwgroup.co.uk or Karen.morrison@mcwgroup.co.uk

PRINCE2® is a registered trade mark of the Office of Government Commerce in the United Kingdom and other countries.



MCW Group Training Schedule from June - September 2010



Training Centres at Wrexham, Stafford and Warrington. We can also deliver on site if required

Course	Level		June	July	August	September
European Computer Driving Licence						
PC Induction	Basic	1 Day	1	Tel	9	Tel
Module 1	Theory	1 Day	24	Tel	20	Tel
Module 2	Windows	1 or 2 Days	9 & 10	Tel	10 & 11	Tel
Module 3	Word	2 Days	14 & 15	Tel	12 & 13	Tel
Module 4	Excel	2 Days	16 & 17	Tel	16 & 17	Tel
Module 5	Access	2 Days	21 & 22	Tel	23 & 24	Tel
Module 6	PowerPoint	1 Day	23	Tel	18	Tel
Module 7	Internet & Email	1 Day	18	Tel	19	Tel
Windows Vista						
Windows Vista	New Features	1 Day	Tel	12	Tel	20
Windows Vista	Introductory	1 Day	Tel	13	Tel	21
Windows Vista	Advanced	1 Day	Tel	14	Tel	22
Windows SharePoint Services 2003						
Windows SharePoint Services 2003	Introductory	1 Day	Tel	19	Tel	23
Windows SharePoint Services 2003	Intermediate	1 Day	Tel	20	Tel	24
Windows SharePoint Services 2003	Advanced	1 Day	Tel	21	Tel	27
NEW Project Management & IT Service Management Courses at WREXHAM						
Prince2 ®	Workshop	5 Day	Tel	5 - 9	9 - 13	27 - 1
Prince2 ®	Foundation	3 Day	Tel	5 - 7	9 - 11	27 - 29
Prince 2 ®	Practitioner	2Days	Tel	8 - 9	12 - 13	30 - 1
ITIL	Foundation	3 Day	Tel	Tel	Tel	Tel
Sage Line 50						
Sage Line 50	Workshop	5 x ½ days	28 - 30	1 - 2	Tel	Tel

For further information or details on courses not listed - please contact the Training Team

Telephone **01978 340372/340353/340361** Web www.mcwgroup.co.uk

E-mail lisa.hughes@mcwgroup.co.uk or Karen.morrison@mcwgroup.co.uk

PRINCE2® is a registered trade mark of the Office of Government Commerce in the United Kingdom and other countries.



MCW Group Training Schedule from June - September 2010



Training Centres at Wrexham, Stafford and Warrington. We can also deliver on site if required

Course	Level	June	July	August	September
Soft Skills Course					
Train The Trainer	2 Days	30	1	23	13
Presentation Skills	1 Day	29	15	12	15
Training Needs Analysis	1 Day	30	20	25	16
More courses on request please see our web site: www.mcwgroup.co.uk					
Clinics					
MS Access Data Access Pages	2 hrs	7	26	16	23
MS Access Queries	2 hrs	7	26	16	23
MS Access Reports	2 hrs	7	26	16	23
MS Excel Charting	2 hrs	8	27	17	27
MS Excel Filters	2 hrs	8	27	17	27
MS Excel IF Statements	2 hrs	8	27	17	28
MS Excel Lookup	2 hrs	9	28	10	28
MS Excel Pivot Tables	2 hrs	9	28	10	29
MS Outlook – Calendar, Contacts and Tasks	2 hrs	16	29	9	29
MS Outlook – Controlling your E-Mail	2 hrs	16	29	9	30
MS Outlook – Just E-Mail	2 hrs	16	29	9	30
MS PowerPoint Animation	2 hrs	17	22	19	20
MS PowerPoint Working with Bullets	2 hrs	17	22	19	20
Photoshop Re-Touching Photos	2 hrs	21	23	20	20
MS Publisher Flyers	2 hrs	21	23	20	22
MS Publisher – Mail merge with Publications	2 hrs	22	23	20	22
MS Word – Saving Time	2 hrs	22	30	31	16
MS Word – Legal Style Documents	2 hrs	23	30	31	16
MS Word – Working with Large Documents	2 hrs	23	21	31	16
MS Word – Mail merge	2 hrs	23	21	31	16

For further information or details on courses not listed - please contact the Training Team

Telephone **01978 340372/340353/340361** Web www.mcwgroup.co.uk

E-mail lisa.hughes@mcwgroup.co.uk or Karen.morrison@mcwgroup.co.uk

PRINCE2® is a registered trade mark of the Office of Government Commerce in the United Kingdom and other countries.