



# MCW Group Training Schedule from October 2011- January 2012



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

Course	Level	October		November		December		January	
<b>Microsoft Office 2010</b>									
MS Office 2010	Workshop	3		1		1		3	
Word 2010	Introductory	3	17	1	14	1	12	3	16
Word 2010	Intermediate	4	18	2	15	2	13	4	17
Word 2010	Advanced	5	19	3	16	5	14	5	18
Word 2010	Migration	3		1		1		3	
Excel 2010	Introductory	10	24	7	21	6	19	9	25
Excel 2010	Intermediate	11	25	8	22	7	20	10	26
Excel 2010	Advanced	12	26	9	23	8	21	11	27
Excel 2010	Migration	3		1		1		3	
PowerPoint 2010	Introductory	3	20	2	14	1	12	5	16
PowerPoint 2010	Advanced	4	21	3	15	2	13	6	17
PowerPoint 2010	Migration	3		1		1		3	
Outlook 2010	Introductory	10	24	7	24	6	21	9	25
Outlook 2010	Advanced	11	25	8	25	7	22	10	26
Access 2010	Introductory	12	24	1	16	1	12	4	16
Access 2010	Intermediate	13	25	2	17	2	13	5	17
Access 2010	Advanced	14	27	3	18	5	14	6	18
<b>Microsoft Office 2007</b>									
MS Office 2007	Workshop	3		1		1		3	
Word 2007	Introductory	3	17	1	14	1	12	3	16
Word 2007	Intermediate	4	18	2	15	2	13	4	17
Word 2007	Advanced	5	19	3	16	5	14	5	18
Word 2007	Migration	3		1		1		3	
Excel 2007	Introductory	10	24	7	21	6	19	9	25
Excel 2007	Intermediate	11	25	8	22	7	20	10	26
Excel 2007	Advanced	12	26	9	23	8	21	11	27
Excel 2007	Migration	3		1		1		3	
PowerPoint 2007	Introductory	3	20	2	14	1	12	5	16
PowerPoint 2007	Advanced	4	21	3	15	2	13	6	17
Outlook 2007	Introductory	10	24	7	24	6	21	9	25
Outlook 2007	Advanced	11	25	8	25	7	22	10	26

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

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<b>Microsoft Office 2007 Continued</b>									
Access 2007	Introductory	12	24	1	16	1	12	4	16
Access 2007	Intermediate	13	25	2	17	2	13	5	17
Access 2007	Advanced	14	27	3	18	5	14	6	18
<b>Word</b>									
Word	Introductory	3	17	1	14	1	12	3	16
Word	Intermediate	4	18	2	15	2	13	4	17
Word	Advanced	5	19	3	16	5	14	5	18
<b>Excel</b>									
Excel	Introductory	10	24	7	21	6	19	9	25
Excel	Intermediate	11	25	8	22	7	20	10	26
Excel	Advanced	12	26	9	23	8	21	11	27
<b>PowerPoint</b>									
PowerPoint	Introductory	3	20	2	14	1	12	5	16
PowerPoint	Advanced	4	21	3	15	2	13	6	17
<b>Outlook</b>									
Outlook	Introductory	10	24	7	24	6	21	9	25
Outlook	Advanced	11	25	8	25	7	22	10	26
<b>Access</b>									
Access	Introductory	12	24	1	16	1	12	4	16
Access	Intermediate	13	25	2	17	2	13	5	17
Access	Advanced	14	27	3	18	5	14	6	18
<b>Sage Line 50</b>									
Sage Line 50	Workshop	3 days	Tel	14 - 16		Tel		16 - 18	

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<b>Microsoft Office Specialist courses MOS 2003 with Exam included</b>						
Access 2003	Comprehensive	2 Days	13 & 14	23 & 24	1 & 2	9 & 10
Word 2003	Core	2 Days	4 & 5	14 & 15	5 & 6	11 & 12
Word 2003	Expert	2 Days	17 & 18	16 & 18	12 & 13	27 & 30
Excel 2003	Core	2 Days	10 & 11	7 & 8	19 & 20	13 & 16
Excel 2003	Expert	2 Days	19 & 20	10 & 11	Tel	18 & 19
PowerPoint 2003	Comprehensive	2 Days	24 & 25	28 & 29	Tel	3 & 4
Outlook 2003	Comprehensive	2 Days	26 & 27	29 & 30	Tel	5 & 6
<b>Microsoft Office Specialist courses MOS 2007 or MOS 2010 with Exam included</b>						
Access	Comprehensive	2 Days	13 & 14	23 & 24	1 & 2	9 & 10
Word Core	Core	2 Days	4 & 5	14 & 15	5 & 6	11 & 12
Word Expert	Expert	2 Days	17 & 18	16 & 18	12 & 13	27 & 30
Excel Core	Core	2 Days	10 & 11	7 & 8	19 & 20	13 & 16
Excel Expert	Expert	2 Days	20 & 21	10 & 11	Tel	18 & 19
PowerPoint	Comprehensive	2 Days	24 27 & 28	28 & 29	Tel	3 & 4
Outlook	Comprehensive	2 Days	Tel	29 & 30	Tel	5 & 6
Word	Core	1 Day	13	15	2	12
Excel	Core	1 Day	14	18	6	16
PowerPoint	Core	1 Day	20	29	Tel	4
Outlook	Core	1 Day	21	30	Tel	6
<b>Job Specific</b>						
HR Managers			10	17	12	11
MS Office for PA's			10	17	12	11
MS PowerPoint for Marketing Managers			5	15	1	12
Dealing with Death by PowerPoint			5	15	1	5
MS Office Sales			10	23	13	12
How to Manage IT Training Projects			10	23	13	12
<b>HTML</b>						
HTML	Intro & Adv	2 Day	Tel	4 & 7	2 & 5	3 & 4
FireWorks	Intro	2 Day	3 & 4	9 & 10	6 & 7	5 & 6
Flash	Intro & Adv	2 Day	6 & 7	11 & 14	8 & 9	9 & 10
Dreamweaver	Introductory	1 Day	10	17	12	11
Dreamweaver	Advanced	1 Day	11	18	13	12

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Course	Level		October	November	December	January
<b>Microsoft Project 2007 / 2010</b>						
Project	Introductory		5 17	2 21	5 20	11 23
Project	Intermediate		6 18	3 22	6 21	12 24
Project	Advanced		7 19	7 23	7 22	13 25
<b>Microsoft Project 2003, XP 2000 and 98</b>						
Project	Introductory		5 17	2 21	5 20	11 23
Project	Intermediate		6 18	3 22	6 21	12 24
Project	Advanced		7 19	7 23	7 22	13 25
<b>Programming</b>						
Excel VBA (Macros)		1 Day	14	10	9	12
Access VBA		2 Days	3 & 4	21 & 22	Tel	9 & 10
Visual Basic	Introductory	2 Days	20 & 21	24 & 25	12 & 13	3 & 4
<b>Drawing &amp; Design</b>						
Publisher 2000	Introductory	1 Day	13	21	8	30
Publisher 2002	Introductory	1 Day	13	21	8	30
Publisher 2002	Advanced	1 Day	17	22	12	31
Publisher 2003	Introductory	1 Day	13	21	8	30
Publisher 2003	Advanced	1 Day	17	22	12	31
Visio	Introduction	1 Day	27	28	1	23
Visio	Advanced	1 Day	28	29	5	24
Adobe Photoshop	Intro	2 Day	17 & 18	9 & 10	8 & 9	18 & 19
Adobe Photoshop	Adv	2 Day	19 & 20	21 & 23	19 & 20	20 & 23
Adobe Indesign	Intro & Adv	2 Day	12 & 13	24 & 25	21 & 22	24 & 25
Adobe Illustrator	Intro	2 Day	24 & 26	21 & 23	12 & 13	26 & 27
Adobe Illustrator	Advanced	2 Day	27 & 28	25 & 28	19 & 20	30 & 31
<b>Reports V 10</b>						
Reports V 10	Introductory	1 Day	28	24	Tel	19
Reports V 10	Advanced	1 Day	31	25	Tel	20

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Course	Level	October	November	December	January	
<b>European Computer Driving Licence</b>						
PC Induction	Basic	1 Day	31	Tel	5	13
Module 1	Theory	1 Day	Tel	15	22	31
Module 2	Windows	1 or 2 Days	Tel	1 & 2	6 & 7	16 & 17
Module 3	Word	2 Days	Tel	3 & 4	8 & 9	18 & 19
Module 4	Excel	2 Days	Tel	7 & 8	12 & 13	20 & 23
Module 5	Access	2 Days	Tel	9 & 10	19 & 20	24 & 25
Module 6	PowerPoint	1 Day	Tel	11	14	26
Module 7	Internet & Email	1 Day	Tel	14	21	30
<b>Windows Vista</b>						
Windows Vista	New Features	1 Day	12	4	5	18
Windows Vista	Introductory	1 Day	12	4	5	18
Windows Vista	Advanced	1 Day	13	7	6	19
<b>Windows 7</b>						
Windows 7	New Features	1 Day	12	4	7	18
Windows 7	Introductory	1 Day	12	4	7	19
<b>Windows SharePoint Services</b>						
Windows SharePoint Services	Introductory / End User	1 Day	6	9	12	18
Windows SharePoint Services	Intermediate	1 Day	7	10	13	19
Windows SharePoint Services	Advanced	1 Day	10	11	19	20
<b>NEW Project Management &amp; IT Service Management Courses at WREXHAM</b>						
Prince2 ®	Workshop	5 Day	17 - 21	Tel	5 - 9	Tel
Prince2 ®	Foundation	3 Day	17 - 19	Tel	5 - 7	Tel
Prince 2 ®	Practitioner	2Days	20 - 21	Tel	8 - 9	Tel
ITIL	Foundation	3 Day	Tel	Tel	Tel	Tel

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<b>Soft Skills Course</b>					
Train The Trainer	2 Days	19 & 20	28 & 30	12 & 13	16 & 17
Presentation Skills	1 Day	24	15	1	5
Training Needs Analysis	1 Day	27	17	1	18
More courses on request please see our web site: <a href="http://www.mcwgroup.co.uk">www.mcwgroup.co.uk</a>					
<b>Clinics</b>					
MS Access Data Access Pages	2 hrs	On Request	On Request	On Request	On Request
MS Access Queries	2 hrs	On Request	On Request	On Request	On Request
MS Access Reports	2 hrs	On Request	On Request	On Request	On Request
MS Excel Charting	2 hrs	On Request	On Request	On Request	On Request
MS Excel Filters	2 hrs	On Request	On Request	On Request	On Request
MS Excel IF Statements	2 hrs	On Request	On Request	On Request	On Request
MS Excel Lookup	2 hrs	On Request	On Request	On Request	On Request
MS Excel Pivot Tables	2 hrs	On Request	On Request	On Request	On Request
MS Outlook – Calendar, Contacts and Tasks	2 hrs	On Request	On Request	On Request	On Request
MS Outlook – Controlling your E-Mail	2 hrs	On Request	On Request	On Request	On Request
MS Outlook – Just E-Mail	2 hrs	On Request	On Request	On Request	On Request
MS PowerPoint Animation	2 hrs	On Request	On Request	On Request	On Request
MS PowerPoint Working with Bullets	2 hrs	On Request	On Request	On Request	On Request
Photoshop Re-Touching Photos	2 hrs	On Request	On Request	On Request	On Request
MS Publisher Flyers	2 hrs	On Request	On Request	On Request	On Request
MS Publisher – Mail merge with Publications	2 hrs	On Request	On Request	On Request	On Request
MS Word – Saving Time	2 hrs	On Request	On Request	On Request	On Request
MS Word – Legal Style Documents	2 hrs	On Request	On Request	On Request	On Request
MS Word – Working with Large Documents	2 hrs	On Request	On Request	On Request	On Request
MS Word – Mail merge	2 hrs	On Request	On Request	On Request	On Request

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