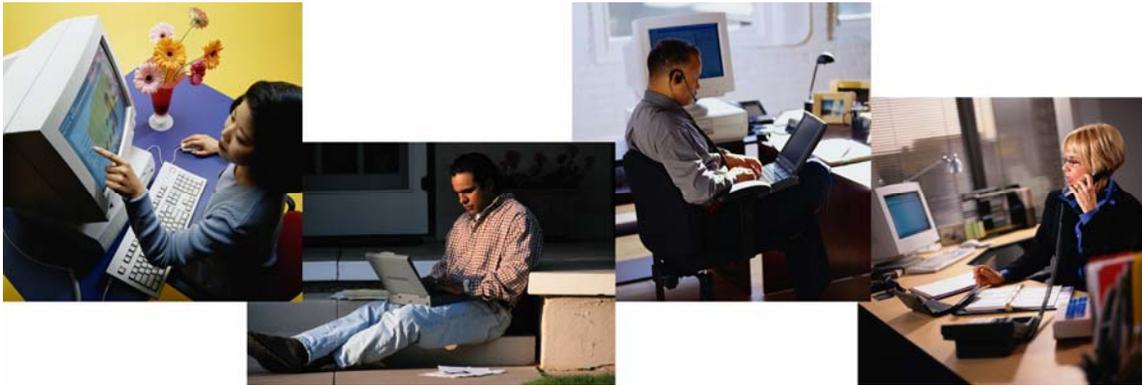**New extended hours!**

Computer Training Schedule
July – December 2006

➢ All classes are one-day, held from 9:00 a.m. to 4:00 p.m. **OR** 8:30 a.m. to 4:30 p.m., depending on the class.

➢ **Classes 9:00 a.m. – 4:00 p.m. are:** Windows 2000 Mod I and II, and Word 2000 Mod I and II.
Classes 8:30 a.m. – 4:30 p.m. are: Excel 2000 Mod I and II, PowerPoint 2000 Mod I and II, Access 2000 Mod I and II, Outlook 2000 Mod I and II, Publisher 2000 Mod I and FrontPage 2000 Mod I.

➢ The cost for classes held 9:00 a.m. to 4:00 p.m. are $139.00 per class per student. The cost for classes held 8:30 a.m. to 4:30 p.m. are $159.00 per class per student.

➢ We tailor our classes to your needs and offer courses for the beginner and intermediate student.

➢ We use Microsoft-approved courseware.

➢ We are dedicated to providing the best quality of instruction for our students, which is why we use only eight computers. By keeping our classes small, we are able to provide the attention our students need.

➢ Many other class topics are available by special arrangement through the PenBay Computer Systems Personal Computer Training Center. Course descriptions and outlines are available upon request.

➢ Evening and Saturday classes may be available if these times are more suitable for your business. Companies or private groups with five or more students per class are eligible. Call for details.

*** Please note our new location - call for directions or if you have any questions. ***

Class	Date
Windows 2000 Module I This course introduces students to basic Windows 2000 features, including the desktop, online Help, My Computer and Windows Explorer, Internet Explorer, Windows 2000 accessories, Web integration features, and the Active Desktop. Students also learn fundamental concepts for creating and working with files, folders and shortcuts. *No Prerequisite*	July 26 October 2
Windows 2000 Module II Students learn advanced Windows 2000 features, including Outlook Express, file management features, registered file types, the Task Manager, security features, network features, and system and maintenance tools. *Prerequisite: Windows Mod I or equivalent*	May be available upon request
Word 2000 Module I This course is an introduction to basic word processing techniques. Students get started in Word and create, edit and save documents, manipulate and format text and paragraphs, find and replace text, and use proofing tools. *Prerequisite: Windows Mod I or equivalent*	July 24 September 25 November 29
Word 2000 Module II This course presents the intermediate features of Word 2000. Students will use templates, create letters, envelopes and labels, use styles, use outlines, use headers and footers, create and use tables, format tables, use columns, and use graphic elements in documents. *Prerequisite: Word Mod I or equivalent*	October 4 December 18
Excel 2000 Module I Students are introduced to the fundamental skills necessary to begin using Excel effectively. Students will create, modify, print and format worksheets, work with basic formulas and functions, use multiple worksheets, enhance worksheets, use styles and AutoFormats, and work with charts. *Prerequisite: Windows Mod I or equivalent*	July 10 September 11 November 13
Excel 2000 Module II This course presents intermediate Excel skills that can help students utilize many of the software's timesaving and enhancement features. Students learn how to name cells, work with advanced functions and advanced formatting features, locate and update data, use special format and print options, protect worksheet data, share worksheet data, manipulate the screen display, and use templates and macros. *Prerequisite: Excel Mod I or equivalent*	August 21 October 16 December 11
PowerPoint 2000 Module I This is a course teaching basic slide presentation skills. Students will start PowerPoint, open presentations, display slides and slide shows, print slides, use a variety of slide views, create and edit slides, and select design templates. Students will also modify presentations by adding, rearranging and deleting slides, changing slide layout, work with text, change margins, use grammar tools and WordArt, draw and retrieve objects, use AutoClipArt, copy, move, delete and modify objects, and use slide show transitions and build effects. *Prerequisite: Windows Mod I or equivalent*	August 7 September 27
PowerPoint 2000 Module II Students are introduced to the advanced features of PowerPoint 2000 by working with slide outlines, templates, and multimedia elements. Students will create charts, tables and organization charts, customize PowerPoint, link slides, prepare presentations, and save presentations in other formats. *Prerequisite: PowerPoint Mod I or equivalent*	November 6
Access 2000 Module I This course teaches basic database concepts and reviews the features of Access. Students learn how to create and modify tables, create queries, use filters, create and modify forms, create and modify reports and enhance reports. *Prerequisite: Windows Mod I or equivalent*	July 12 September 13 November 15

Class	Date
Access 2000 Module II Students learn intermediate database skills, such as, create relational databases, work with related tables, use subforms, maintain data integrity, use advanced form features, use advanced report features, use advanced query features, use advanced queries, and work with charts. *Prerequisite: Access Mod I or equivalent*	August 23 October 18 December 13
Outlook 2000 Module I This course presents the basic features of Outlook 2000. Students will work with the Address Book, create Contacts, use E-mail, manage Calendar items, configure Tasks, use the Journal and Notes, print Outlook data, and use Newsreader. *Prerequisite: Windows Mod I or equivalent*	August 9 November 8
Outlook 2000 Module II Students learn how to organize, find and archive Outlook data, use advanced E-mail features, use Calendar to schedule meetings, use advanced Contacts features, create and use custom forms, integrate Outlook with other Office applications, and use Outlook with the Internet. *Prerequisite: Outlook Mod I or equivalent*	May be available upon request
Publisher 2000 Module I This course covers creating a letterhead, a flyer and a newsletter using Publisher 2000. Also included are working with shapes, setting up a table and creating a Website. *Prerequisite: Windows Mod I or equivalent*	May be available upon request
FrontPage 2000 Module I Students learn how to create, modify and format Webs, manage Webs with tasks, work with text, create hyperlinks, insert and manipulate images, design tables, and publish and maintain Webs. *Prerequisite: Windows Mod I or equivalent*	May be available upon request

*** Course Cancellation and Refund Policy ***

All courses must be prepaid at least 3 days prior to course date to reserve a seat in class (paid tuition guarantees a seat in class). When class is full, a waiting list will be established. If payment is not received 3 days prior to course date, the reserved seat is cancelled and the waiting list will be contacted. In an effort to best serve our customers, PenBay Computer System's refund policy is as follows: a full refund will be granted if cancellation notice is received greater than 48 hours before course date. Cancellation notices received less than 48 hours before course date will not be granted refunds. Paid students who do not show up for class, will also not be granted a refund. Should the course be cancelled or rescheduled by PenBay, each student will be given the choice of a full refund or credit toward another class.

Sales

Keeping abreast of the ever-changing technological advances that can improve your business operations can be a time-consuming and even daunting task. At PenBay Computer Systems, computers and technology are our business. Our experienced salespeople are constantly keeping up with the latest innovations so they can help you decide on how to keep your business functioning at its best.

Networking

As connectivity has become integral to today's business place, the need for stable and secure network environments have become paramount. Our experienced, certified network technicians can design, install, and maintain a secure local or wide-area network for you.

Service

We know how important it is to your business to keep your computers up and running. Our experienced technical support staff are committed to providing an immediate response when you have a problem.