



Microsoft Application Training

Microsoft Office 2003	Available Upon Request			
Microsoft Office 2007	Length	Feb	Mar	Apr
Access 2007 L1	1 Day	2	1	5
Access 2007 L2	1 Day	3	8	12
Access 2007 L3	1 Day	6	15	19
Excel 2007 L1	1 Day	7	2	6
Excel 2007 L2	1 Day	9	9	13
Excel 2007 L3	1 Day	13	16	20
Outlook 2007 L1	1 Day	15	6	3
Outlook 2007 L2	1 Day	17	13	10
Outlook 2007 L3	1 Day	16	20	17
PowerPoint 2007 L1	1 Day	7	5	2
PowerPoint 2007 L2	1 Day	20	12	9
Publisher 2007 L 1	1 Day	23	19	16
Word 2007 L1	1 Day	24	7	4
Word 2007 L2	1 Day	14	14	11
Word 2007 L3	1 Day	15	21	18
Microsoft Office 2010	Length	Feb	Mar	Apr
Office 2010 New Features	½ day	8	22	26
Access 2010 L1	1 Day	10	12	9
Access 2010 L2	1 Day	23	19	16
Access 2010 L3	1 Day	24	26	23
Excel 2010 L1	1 Day	21	13	10
Excel 2010 L2	1 Day	22	20	17
Excel 2010 L3	1 Day	27	27	24
Outlook 2010 L1	1 Day	28	14	11
Outlook 2010 L2	1 Day	21	21	18
Outlook 2010 L3	1 Day	22	28	25
Power Point 2010 L1	1 Day	24	22	26
Power Point 2010 L2	1 Day	14	29	30
Publisher 2010	1 Day	8	23	27
Word 2010 L1	1 Day	20	16	20
Word 2010 L2	1 Day	21	23	27
Word 2010 L3	1 Day	23	30	30

Microsoft Project	Length	Feb	Mar	Apr
Project 2007 L1	1 Day	14	1	5
Project 2007 L2	1 Day	17	8	12
Project 2010 L1	1 Day	16	9	13
Project 2010 L2	1 Day	1	16	20
Microsoft Visio	Length	Feb	Mar	Apr
Visio 2007 Professional L1	1 Day	3	15	19
Visio 2007 Professional L2	1 Day	6	22	26
Visio 2010 Professional L1	1 Day	7	14	11
Visio 2010 Professional L2	1 Day	15	21	18
Microsoft SharePoint	Length	Feb	Mar	Apr
SharePoint Server 2007, 2010	1 Day	Available Upon Request		
SharePoint Designer 2010	1 Day	Available Upon Request		
SharePoint Foundation 2010	2 Days	Available Upon Request		
Advanced Technical Training	Length	Feb	Mar	Apr
Crystal Reports	2 Days	Available Upon Request		
Windows 7, Configuring Technology Specialist Course	5 Days	Available Upon Request		
Microsoft SQL Server	5 Days	Available Upon Request		
Microsoft Visio	5 Days	Available Upon Request		
Microsoft InfoPath	1 Day	Available Upon Request		
Active Directory		Available Upon Request		
ISO	Length	Feb	Mar	Apr
9001: 2008 Certified Lead Auditor	4 Days	21-24		
14001 Certified Internal Auditor	2 Days	Available Upon Request		
14001 Certified Lead Auditor	4 Days	Available Upon Request		
Root Cause Analysis	2 Day	Available Upon Request		
Intuit QuickBooks	1 Day	Available Upon Request		
Adobe Acrobat	1 Day	Available Upon Request		

Class Times: 9:00 – 4:00

For Additional Information or To Register Contact:
Acumen at 314-333-3330 or dwagnon@acumen-corp.com
To see our full course catalog visit our website at:
www.trainatacumen.com