

The Best Computer Training... Anywhere

Try Our highly acclaimed computer mini-classes:

- “How To” work shops in small groups of 3 to 5 people
- Designed for business people who use computers
- Just say NO to over-crowded, assembly-line training

Learn Microsoft Office

- Windows
- Access
- Excel
- Word
- PowerPoint
- Outlook

Creative Suite

- Photoshop CS
- Illustrator CS
- Publisher

Other Classes Offered:

- FrontPage
- WordPerfect
- Project
- QuickBooks
- Visio
- Photoshop
- Illustrator
- Adobe Acrobat

⇒ New Classes: Microsoft Office 2007 ⇐

- Excel 2007
- Access 2007
- Adobe Acrobat 8.0
- Word 2007
- PowerPoint 2007



⇒ PCES Online Web site ⇐

Visit our web site at www.pces.com

Let our web site do the work for you!

Visit our web site to:

- Share and Find Tips & Shortcuts
- Post & Read Questions & Answers
- Find Complete Class Information & Dates
- Register for Classes Online
- Download Class Files



● Phone: 818-980-9702 ● Email: info@pces.com ● Web site: www.pces.com

Personal Computer Educational Services

● Classes in Sherman Oaks

■ The Best Computer Training... Anywhere

Quality Computer Training Since 1984

For twenty four years our company has been providing business application computer training to the corporate community. We conduct high-quality, hands-on, skills-developing courses, which provide practical abilities for your immediate use. Attending our courses soon demonstrates why we have been awarded the ValueStar Certification for Very High Customer Satisfaction. Our superior quality and effectiveness is possible through our "unique" training environment allowing us to provide more topics in greater depth than other training companies in a one-day-at-a-time format.



What Is Unique About The PCES Training System?

Our long term success in corporate computer training is directly related to the quality of our services. We control the environment for your benefit. This includes the instructor, the student to teacher ratio, the course material, the hands-on skills-based methods and the unparalleled level of technical support.

Why Have A Low Student to Teacher Ratio?

A small group class gives the instructor the ability to give the most attention possible to each individual student. Everyone in our industry claims to offer "small classes" to ensure individual attention. At PCES we do not consider a fifteen person class "small." Our classes are closed once enrollment reaches six people. The visual nature of Windows and its applications make it especially necessary for the instructor to observe the activity on each person's computer to ensure that the instructions and exercises are properly executed. This uniquely small size is the foundation upon which the rest of our system enables us to give you more material, better exercises and greater depth, resulting in superior computer skills and understanding.

How Is The Course Content Superior?

Starting with the truly small group class structure, we can cover more material in the same one day format. More course content means more topics, more detail and more depth. As today's state-of-the-art business applications become more powerful and versatile, gaining an understanding of the options available becomes more crucial. Our course manuals are designed to assist the student during the class exercises, provide a place for notes, and most importantly, to serve as a well organized reference source as the material is applied on the job.

Who Are The Instructors?

All PCES instructors are computer training professionals. Our staff are experts in the software they teach, and also understand the learning process. All are very patient, enthusiastic people with strong communication skills.

Free Refresher Course

You may repeat any course one time, for any reason, on a space available basis at no charge. No-shows and late cancellations do not qualify for repeats.

Free Telephone Support

If questions arise about the material covered in a class, we offer unlimited technical support via telephone, email, or our website, with no time limit, in support of the classes you have taken.

Corporate Experience

PCES training has successfully brought increased productivity to both large and small organizations in such fields as manufacturing, insurance, health care, banking, law, advertising, unions, public accounting, retail, construction, nonprofit, investments, publishing, transportation, management consulting, engineering, real estate, environmental, entertainment, property management, government, communications and others.

■ The PCES Web-Site

★ Visit the PCES Web-Site at: www.pces.com ★

Visit the PCES website to view our PCES forums. Do you have a tip or shortcut to share? Do you have questions about programs? Did you forget how to do something you learned in class? Need class files for a class you took? Come to the new PCES forum where you can ask a question, share or find shortcuts and tips, and download any class files for classes you took with PCES.

■ PCES WEB SITE

Additional Information

For any classes not listed, availability or specialized group classes call 818-980-9702. See our website for additional class dates.

New Classes: Microft Office 2007

Need training in Microsoft Office 2007? PCES is offering the following classes:

- Excel 2007
- Access 2007
- Word 2007
- PowerPoint 2007
- Adobe Acrobat 8.0

■ Easy Registration

- Call us at: 818-980-9702 or enroll online at www.pces.com

Payment & Cancellation Policies

Make payment prior to the class date. Cancellations must be made **THREE WORKING DAYS** prior to the start of the class, otherwise you will forfeit the full class fee. Late cancellations and no-shows will be offered a 50% rebate upon rescheduling the same person for the same class on a future date. PCES reserves the right to reschedule a class based on enrollment.

Class Times

Classes begin at 9:00 a.m. and conclude at approximately 4:00 to 4:30 p.m. depending on the group. Please plan to arrive no later than 8:45 a.m. as it is very important that you are present at the beginning of the class. There will be a one hour break at noon.

Prerequisites

Please adhere to the prerequisites for each class you wish to attend. Should you enroll in a class without the required background training or experience, PCES cannot be responsible for your lack of success. You may also forfeit your access to our technical support.

Computer Training Location

14155 Magnolia Blvd., Sherman Oaks (Call for map)

■ Microsoft Windows

Windows 6 Hours / \$245

This course covers the topics & procedures necessary for proper use of the Windows operating system. Learn what the capabilities, features & options are, & the specific methods & procedures to use them:

Operating system overview	The Start menu
The user interface & navigation	Control Panel & printer settings
Using My Computer for resource mgt.	Creating shortcuts
Multitasking features & methods	Windows Explorer
Quick View & the Documents menu	Document & folder management
Application basics	Recycling & deleting
Setting taskbar, desktop & object properties	

PREREQUISITES: None

■ Outlook

Outlook - Part 1 6 Hours / \$245

Coordinate, email, appointments, events, contacts, tasks & notes:

Create, send & respond to email	Recall, print & move messages
Use a personal distribution email list	Attach files to email
Introduction to contact management	Edit contacts & their notes
Scheduling & editing appointments	Create, edit & track tasks
Set up reoccurring events	

PREREQUISITES: A Windows course or equivalent experience.

Outlook - Part 2 6 Hours / \$245

Intermediate topics on modifying the Outlook environment to suit your preferences, & personalize your mail message:

Customize mail	Modify message settings
Out of office notification	Export contact lists
Link items to a contact	Create a distribution list
Assign & track assigned tasks	Send & reply a task
Organize mailbox & calendar	Customize Outlook
Share Outlook info.	Save & archive mail

PREREQUISITES: Outlook Part 1 or equivalent experience.

Outlook - Part 3 6 Hours / \$245

Learn advanced Outlook concepts:

Import a vCard	Create a mail merge
Generate a map for contact's address	Send & receive instant messages
Track work activities using the journal	Configure & secure Outlook
Interact with the Internet	Work offline & remotely
Create offline folders	Create a custom form

PREREQUISITES: Outlook Part 2 or equivalent experience.

■ Accounting

QuickBooks - Part 1 6 Hours / \$245

Bookkeeping set up, organization, entry, reports & statements:

Create books with company data	Set up chart of accounts
Set up customers & A/R	Set up vendors & A/P
Work with bank accounts	Design invoices, forms & reports
Set up & work with inventory	Print invoices & checks

PREREQUISITES: A Windows course & bookkeeping experience.

QuickBooks - Part 2 6 Hours / \$245

Learn to customize forms, create reports & graphs, track & pay sales tax, & set up payroll:

Modify purchase order template	Customize & print invoices
Track credit card transactions	Work with liability accounts
Create QuickReports	Modify, run & print reports
Create, customize & print graphs	Set up & use sales tax rates
Set up payroll	Write payroll checks
Create job estimates & invoice	Design letters

PREREQUISITES: QuickBooks Part 1 or equivalent experience.

Registered Trademarks:

Product names are used for identification purposes only & may be trademarks of their respective companies.

■ Web Site Design

FrontPage - Part 1 6 Hours / \$245

The basics on how to design, create, edit & publish web pages:

Create a Home Page	Add text to a page
Apply formatting	Insert a table
Edit & format a table	Convert text into a table
Split a table	Add Hyperlinks
Insert a custom link	Add & remove pgs. in Navigation
Add & edit pictures	Use drawing tools
Add & modify PhotoGallery	Apply & modify a theme
Prepare & publish a web	Correct a broken link

PREREQUISITES: A Windows course or equivalent experience.

FrontPage - Part 2 6 Hours / \$245

The basics on how to modify existing pages and webs by creating a splash screen, frames & forms:

Modify a page layout	Apply a background image & sound
Add flash movies	Change default documents
Use & modify frames	Add banner content
Collect data from site visitors	Create a form automatically
Connect to external web content	Add search capabilities
Manage a web	Create a custom theme
Secure a web	Analyze a webs usage

PREREQUISITES: The FrontPage Part 1 course or equivalent experience.

■ Visio

Visio - Part 1 6 Hours / \$245

Create specialized drawing, flow charts, schematics & diagrams:

Precision drawing	Import graphics
Scale, align & rotate	Format text, shape fills & lines
Place, configure & add text to shapes	Custom Stencils
Connect shapes with control handles	Create styles & templates

PREREQUISITES: A Windows course or equivalent experience.

■ Publisher

Publisher - Part 1 6 Hours / \$245

Learn to create, manage, revise, and distribute publications:

Create a basic publication	Modify layout & structure
Edit content	Format pictures
Prepare for distribution	Publish a web site

PREREQUISITES: A Windows course or equivalent experience.

■ WordPerfect

WordPerfect - Part 1 6 Hours / \$245

Creating, formatting, editing & printing documents:

Creating & editing documents	Find & replace
Using fonts & working with codes	Formatting paragraphs
Selecting, formatting & editing text	Using tabs & tables
Spell check & thesaurus use	Headers & footers

PREREQUISITES: A Windows course or equivalent experience.

WordPerfect - Part 2 6 Hours / \$245

Learn advanced topics in tables, macros, and accessing the Internet:

Work with tables and styles	Use templates
Merge data from tables	Merge data from an address book
Sort paragraphs and tables	Work with macros

Create newspaper columns

PREREQUISITES: The WordPerfect Part 1 course or equivalent experience.

Call for Class Descriptions and Schedules

■ Access - Part 4	\$245	■ ACT! - Part 1&2	\$245
■ PageMaker - Part 3	\$245	■ Lotus - Part 1&2	\$245

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■ Access

Access - Part 1 6 Hours / \$225

Database setup, management, queries & reports:

Creating & modifying tables	Sorting & filtering
Adding, editing & deleting records	Creating & using forms
Creating & using queries	Joining tables in a query
Creating & modifying reports	Reports that total

PREREQUISITES: A Windows course or equivalent experience.

Access - Part 2 6 Hours / \$225

Relational database topics & enhanced queries, reports & tables:

Table relationships	Normalizing relationships
Table design techniques	Queries over multiple tables
Calculations in queries	Setting advanced field properties
Enhanced forms & subform design	Customizing reports & subreports

PREREQUISITES: The Access Part 1 course or equivalent experience.

Access - Part 3 6 Hours / \$225

Advanced topics on queries, form design & report techniques, as well as automation with macros:

Creating parameter & action queries	Cross-tab query techniques
Joining tables & join properties	Enhancing form design
Macros to control form properties	Macros & command buttons
Macros to provide user interaction	Using functions in reports

PREREQUISITES: The Access Part 2 course or equivalent experience.

■ Database Programming

SQL Fundamentals 6 Hours / \$245

Write queries that extract, summarize, add, delete and change data:

The SELECT statement	Grouping data
Calculating data	Multi-table queries
Selecting specific rows	Adding data
Working with other operations	Updating & removing data

PREREQUISITES: Windows & database courses or equivalent experience.

■ PowerPoint

PowerPoint Professional Presentations 6 Hours / \$225

Progress from beginner to advanced in one day. Learn to use all the tools necessary to create truly impressive presentations:

Create & modify presentations	Create charts with MS Graph
Add & modify text	Using Clip Art & WordArt
Customizing toolbars	Creating & applying templates
Organization charts	Importing & embedding charts
Slide shows & presentation options	Importing additional Clip Art
Importing Excel, exporting to Word	Using Meeting Minder

PREREQUISITES: A Windows course or equivalent experience.

■ PowerPoint XP

PowerPoint XP Professional Presentations 6 Hours / \$225

Learn to create, modify and run a presentation, design templates, customize animations, and techniques for delivering a presentation on the web for others to review.

Create a presentation	Draw objects on slides
Create charts and tables	Format text slides
Prepare to deliver a presentation	Create a custom design template
Create a presentation w/ special effects	Deliver a presentation
Create a presentation for the web	Review & broadcast a presentation

PREREQUISITES: A Windows course or equivalent experience.

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■ Easy Registration

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Registered Trademarks:

Product names are used for identification purposes only & may be trademarks of their respective companies.

■ Excel

Excel - Part 1 6 Hours / \$225

Basic through intermediate worksheet topics, reports & printing:

Intro to the workbook environment	Using Toolbar buttons
Creating & modifying worksheets	Number, cell & range formatting
AutoFill & AutoComplete	Creating formulas & using functions
Moving & copying ranges	Splitting, freezing & removing panes
Cell protection	Absolute vs relative cell references

PREREQUISITES: A Windows course or equivalent experience.

Excel - Part 2 6 Hours / \$225

Advanced workbook topics, advanced functions & graphs:

Creating & using named ranges	Calculations with dates
Logical functions, If statements, etc.	Lookup & data tables
Selected financial functions	Pivot tables
Sorting & filtering data	Cell comments
Linking multiple worksheets	Charts & graphs

PREREQUISITES: The Excel Part 1 course or equivalent experience.

Excel - Part 3: *Macros* 6 Hours / \$225

Creating macros in Visual Basic:

Introduction to Visual Basic	Creating custom macros & menus
Creating personal & workbook macros	Linking a control to worksheet data
Creating combination boxes	Using a control loop
Adding macro buttons to worksheets	Conditional statements

PREREQUISITES: The Excel Part 2 course or equivalent experience.

■ Word

Word - Part 1 6 Hours / \$225

Creating, formatting, editing & printing documents:

Creating & printing documents	Selecting & changing fonts
Selecting, formatting & editing text	Setting & moving tabs
Copying, cutting & pasting text	Search & replace
Spell & grammar check & thesaurus	Creating & using tables
Working with multiple documents	AutoCorrect
Merging address lists with form letters	Using indents

PREREQUISITES: A Windows course or equivalent experience.

Word - Part 2 6 Hours / \$225

Intermediate & advanced topics to increase productivity & automation:

Customizing the screen & toolbars	Table sorting
Using tables for calculations & graphs	Creating & using templates
Creating, applying & sharing styles	Multiple columns & section breaks
Creating, recording & running macros	Merging & splitting cells in a table
AutoText	Inserting a graphic

PREREQUISITES: The Word Part 1 course or equivalent experience.

Word - Part 3 6 Hours / \$225

Advanced topics in styles, templates, forms & document layout:

Using AutoFormat	Creating a custom toolbar
Custom template work environments	Managing & linking styles
Clip Art, graphic effects & annotations	Enhancing a form template
Generating tables of contents & figures	Using sections to control layout

PREREQUISITES: The Word Part 2 course or equivalent experience.

■ Microsoft Project

Microsoft Project - Day 1 6 Hours / \$450

Creating a project:

Project planning	Sorting & filtering project data
The PERT Chart & sequencing of tasks	Assigning resources to tasks
Working with views & tables	Adjusting task schedules

Creating the work breakdown structure Resolving resource conflicts

PREREQUISITES: A Windows course or equivalent experience & familiarity with terms such as Gantt Chart, PERT Chart, critical path, etc.

Microsoft Project - Day 2 6 Hours

Managing a project: (\$225 if taken without Day 1)

Creating a baseline plan	Tracking project progress
Modify & customize the environment	Updating tasks
Adjusting the schedule & resources	Creating macros

Set up a work group messaging system Managing consolidated projects

PREREQUISITES: The Project Day 1 course or equivalent experience.

■ Drawing

Illustrator - Part 1 6 Hours / \$245

Learn to create complex and attractive illustrations and type effects:

Working in Paths and Objects	The Paint Attributes
Using Layers	Manage Stacking Order
Working with Type	Creating Output

PREREQUISITES: Windows course or equivalent experience.

Illustrator - Part 2 6 Hours / \$245

Learn to create dynamic graphics using advanced drawing & editing tools:

Using Advance Drawing Tools	Advanced Path Editing
Gradients and Blends	Transforming Illustrations
Compound Paths	Raster Images & Filters
Live Effects & Appearance	Creating & Editing Masks

PREREQUISITES: The Illustrator Part 1 or equivalent experience.

Illustrator - Part 3: 6 Hours / \$245

Learn to create dynamic effects using patterns & brushes:

Import & export Vector Graphics	Create Flash Animation
Release to layers	Internet links
Trace, autotrace Raster images	Manual Trace
Create Embossed effect & patterns	Apply patterns & effects
Edit & modify patterns	Expand patterns

PREREQUISITES: The Illustrator Part 2 or equivalent experience.

Illustrator CS - Part 1 6 Hours / \$245

Learn to create complex and attractive illustrations and type effects:

Create logos	Use simple shapes
Use custom paths	Use type special effects
Create advertisement	Add body type

PREREQUISITES: Windows course or equivalent experience.

Illustrator CS - Part 2 6 Hours / \$245

Learn to create complex and robust illustrations:

Create complex illustrations	Create banner graphics
Export graphics for the web	Apply color management
Output documents	

PREREQUISITES: The Illustrator Part 1 or equivalent experience.

■ PageMaker

PageMaker - Part 1 6 Hours / \$245

Publication layout & integration of text & graphics:

PageMaker environment elements	Document set up & page layout
Importing & using graphics	Character & paragraph formatting
Master pages & mult page documents	Inserting pages
Creating & working with frames	Graphics & text wrap
Attaching text to a frame	Copying items between documents

PREREQUISITES: A Windows course or equivalent experience.

PageMaker- Part 2 6 Hours / \$245

Intermediate topics on creating templates, working with graphics and using color:

Create templates	Contrast & Halftones
Draw & manipulate graphics	Link graphics
Apply colors	Create a color library
Publication info.	Sorting pages
Printing color separations & proofs	Building a booklet

PREREQUISITES: The PageMaker Part 1 or equivalent experience.

■ Adobe Acrobat 7.0 Professional

Adobe Acrobat 7.0 Professional 6 Hours / \$245

Navigate, convert, modify & organize PDF documents:

Accessing info. in PDF docs.	Create doc. collections
Create & modify PDF docs.	Review docs.
Add PDF navigation aids	

PREREQUISITES: Windows & basic word processing course.

■ Adobe Acrobat 8.0

Adobe Acrobat 8.0 6 Hours / \$245

Navigate, convert, modify & organize PDF documents:

Accessing info. in PDF docs.	Create doc. collections
Create & modify PDF docs.	Review docs.
Add PDF navigation aids	

PREREQUISITES: Windows & basic word processing course.

■ Imaging

Photoshop - Part 1 6 Hours / \$245

Learn to modify and combine scanned photographs to create realistic composite images:

Create, Copy, Arrange & Save Images	Selecting Image Areas
Sizing Images	Apply Blending and Shading
Image Modes	Color and Painting
Text, Layer Effects, and Filters	Adjusting Images
Add and Format text in images	Saving Images

PREREQUISITES: Windows course or equivalent experience.

Photoshop - Part 2: 6 Hours / \$245

Learn to prepare Photographic images for printing, & illustration:

Layer Masks	Grayscale Masking
Clipping Groups	Create & Edit Vecto Paths
Layer Types & Styles	Drawing & Painting Paths
Fill Layers	Advanced Dithering
Swatches, Gradients, & Patterns	Layer Styles

PREREQUISITES: The Photoshop Part 1 or equivalent experience.

Photoshop - Web Production 6 Hours / \$245

Learn concepts and techniques for optimizing web graphics:

HTML and Image files	Web Image Resolutions Units
Controlling file size	Format Specifications
Optimizing Images	Corlor mngmnt. for the web
Compensate display differences	Manage Dithering
Create Web Page layout	Slicing images
Create Tiled Web Page Background	Plan & create animations

PREREQUISITES: The Photoshop Part 1 & 2 or equivalent experience.

Photoshop-Color Correction & Printing: 6 Hours / \$245

Learn techniques for obtaining consistent, predictable, high-quality images:

Color workflows	Calibration & Profiling
Working color space	Open and convert images
Print and color management	Scan various image types
Scanner settings	Remove dust and scratches
Minimize Moiré pattersners	Eliminate Red-eye
RGB Color Adjustments	Create CMYK separations
Calibrate to a proof	Out-of-gamut colors
Sharpening techniques	Convert color images to Grayscale
Duotones	Spot color images

PREREQUISITES: The Photoshop Part 1 or equivalent experience.

Photoshop CS - Part 1 6 Hours / \$245

Learn to select parts of images, move, duplicate, and resize images:

Raster & Vector graphics	Sizing images
Selecting image areas	Create image composites
Blend composite images	Color and Painting
Enhance images	Special effects images
Adjust images	Save complete images

PREREQUISITES: Windows course or equivalent experience.

Photoshop CS - Part 2: 6 Hours / \$245

Learn to create accurate masks, image effects, and retouch images:

Masks & clip layers	Mask with Vector paths
Filling image areas	Create special effects
Create an Action	Manage Actions

PREREQUISITES: The Photoshop CS Part 1 or equivalent experience.

Photoshop CS - Web Production 6 Hours / \$245

Learn concepts and techniques for optimizing images:

Web image preparation	Optimizing Images
Prepare Cross-Platform view	Create Web Page layout
Export a web page	Animations

PREREQUISITES: The Photoshop Part 1 & 2 or equivalent experience.

Photoshop CS-Color Correction & Printing: 6 Hours / \$245

Learn techniques for obtaining consistent, predictable, high-quality images:

Color workflows	Calibration & Profiling
Capture images	Remove image defects
RGB Color Adjustments	Create CMYK separations
Sharpening	Grayscale & spot colors

PREREQUISITES: The Photoshop Part 1 & 2 or equivalent experience.

ADOBE				
Adobe Acrobat				
Sherman Oaks	05-Jan	14-Jan	12-Feb	24-Feb
ACCOUNTING				
QuickBooks - Part 1				
Sherman Oaks	07-Jan	19-Jan	03-Feb	19-Feb
QuickBooks - Part 1				
Sherman Oaks	16-Jan	29-Jan	11-Feb	24-Feb
DATABASE MANAGEMENT				
Access - Part 1				
Sherman Oaks	07-Jan	21-Jan	03-Feb	18-Feb
Access - Part 2				
Sherman Oaks	13-Jan	26-Jan	06-Feb	23-Feb
Access - Part 3				
Sherman Oaks	16-Jan	30-Jan	12-Feb	26-Feb
DATABASE PROGRAMMING				
SQL Fundamentals				
Sherman Oaks	15-Jan	27-Jan	16-Feb	27-Feb
DESK TOP PUBLISHING				
PageMaker - Part 1				
Sherman Oaks	08-Jan	23-Jan	05-Feb	17-Feb
PageMaker - Part 2				
Sherman Oaks	12-Jan	27-Jan	13-Feb	27-Feb
DRAWING				
Visio - Part 1				
Sherman Oaks	08-Jan	13-Jan	04-Feb	17-Feb
Illustrator - Part 1				
Sherman Oaks	05-Jan	20-Jan	02-Feb	16-Feb
Illustrator - Part 2				
Sherman Oaks	07-Jan	22-Jan	04-Feb	18-Feb
Illustrator - Part 3				
Sherman Oaks	09-Jan	26-Jan	06-Feb	20-Feb
Illustrator CS - Part 1				
Sherman Oaks	13-Jan	28-Jan	10-Feb	25-Feb
Illustrator CS - Part 2				
Sherman Oaks	15-Jan	30-Jan	12-Feb	27-Feb
IMAGING				
Photoshop - Part 1				
Sherman Oaks	05-Jan	15-Jan	02-Feb	13-Feb
Photoshop - Part 2				
Sherman Oaks	06-Jan	16-Jan	03-Feb	16-Feb
Photoshop - Color & Correction				
Sherman Oaks	07-Jan	19-Jan	04-Feb	17-Feb
Photoshop - Web Production				
Sherman Oaks	08-Jan	20-Jan	05-Feb	18-Feb
Photoshop CS - Part 1				
Sherman Oaks	09-Jan	21-Jan	06-Feb	23-Feb
Photoshop CS - Part 2				
Sherman Oaks	12-Jan	22-Jan	09-Feb	24-Feb
Photoshop CS - Color & Correction				
Sherman Oaks	13-Jan	23-Jan	10-Feb	25-Feb
Photoshop - Web Production				
Sherman Oaks	14-Jan	26-Jan	11-Feb	26-Feb

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OUTLOOK				
Outlook - Part 1				
Sherman Oaks	08-Jan	20-Jan	06-Feb	26-Feb
Outlook - Part 2				
Sherman Oaks				
PRESENTATION GRAPHICS				
PowerPoint - Professional Presentations				
Sherman Oaks	06-Jan	12-Jan	13-Feb	23-Feb
PowerPoint XP - Professional Presentations				
Sherman Oaks	09-Jan	21-Jan	19-Feb	25-Feb
PROJECT MANAGEMENT				
Microsoft Project-Day 1 (Day 2: The Day after)				
Sherman Oaks	08-Jan	14-Jan	20-Jan	26-Jan
	02-Feb	10-Feb	18-Feb	26-Feb
WEB SITE DESIGN				
FrontPage - Part 1				
Sherman Oaks	06-Jan	22-Jan	02-Feb	18-Feb
FrontPage - Part 2				
Sherman Oaks	12-Jan	28-Jan	10-Feb	24-Feb
Publisher - Part 1				
Sherman Oaks	14-Jan	30-Jan	04-Feb	20-Feb
WINDOWS				
Windows				
Sherman Oaks	07-Jan	23-Jan	03-Feb	20-Feb
WORD PROCESSORS				
Word - Part 1				
Sherman Oaks	05-Jan	19-Jan	04-Feb	19-Feb
Word - Part 2				
Sherman Oaks	09-Jan	22-Jan	09-Feb	24-Feb
Word - Part 3				
Sherman Oaks	14-Jan	28-Jan	13-Feb	27-Feb
WordPerfect-Part 1				
Sherman Oaks	09-Jan	20-Jan	05-Feb	17-Feb
WordPerfect-Part 2				
Sherman Oaks	15-Jan	26-Jan	11-Feb	24-Feb
WORKSHEETS				
Excel - Part 1				
Sherman Oaks	06-Jan	20-Jan	02-Feb	17-Feb
Excel - Part 2				
Sherman Oaks	12-Jan	23-Jan	05-Feb	20-Feb
Excel - Part 3: Macros				
Sherman Oaks	15-Jan	29-Jan	11-Feb	25-Feb

Enroll Now

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The PCES Web-Site

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Visit the PCES website to view our PCES forums. Do you have a tip or shortcut to share? Do you have questions about programs? Did you forget how to do something you learned in class? Need class files for a class you took? Come to the new PCES forum where you can ask a question, share or find shortcuts and tips, and download any class files for classes you took with PCES. **Note: See our website for additional class dates.**