

Computer Applications Courses (July 2009 – December 2009)



All the Courses listed are **one-day** in duration (9.30 to 4.30) and course fee includes full documentation, refreshments and lunch, a course certificate, management feedback report (if requested) and 3 months free helpline post-course support. All Keys Training venues have secure free car parking. To book or request further information email Train@KeysTraining.com or call **0845 402 2781**

Course Title	Fee	Manchester							Preston							Liverpool							Leeds						
		J	A	S	O	N	D	J	A	S	O	N	D	J	A	S	O	N	D	J	A	S	O	N	D				
Word - Introduction	£150	10	21	9	2	2	2	23	-	16	-	16	-	-	25	-	30	-	18	Please contact for details of scheduled dates and availability									
Word - Intermediate	£195	6	10	8	8	10	11	20	-	22	-	25	-	-	26	-	28	-	1										
Word - Advanced	£275	17	18	17	19	27	15	-	24	-	27	-	1	31	-	2	-	4	-										
Word – Reports & Long Documents	£275	8	19	18	6	11	7	-	7	-	14	-	4	22	-	8	-	23	-										
Excel – Introduction	£150	2	4	2	1	3	4	8	-	15	-	17	-	-	27	-	13	-	11										
Excel - Intermediate	£195	16	17	10	15	17	15	-	6	-	8	-	2	1	-	23	-	5	-										
Excel - Advanced	£275	29	28	29	28	30	17	22	-	17	-	19	-	-	13	-	12	-	2										
Excel – VBA	£350	13	14	16	9	10	16	-	28	-	29	-	3	30	-	1	-	18	-										
Access – Introduction	£150	15	11	7	5	6	1	9	-	24	-	24	-	-	21	-	22	-	10										
Access - Intermediate	£195	20	20	22	20	19	11	-	4	-	1	-	7	6	-	9	-	6	-										
Access – Advanced	£275	22	21	23	23	20	18	17	-	8	-	9	-	-	14	-	7	-	4										
PowerPoint – Introduction	£150	21	25	18	12	12	8	29	-	28	-	30	-	-	3	-	19	-	17		Please contact for details of scheduled dates and availability								
PowerPoint - Advanced	£275	28	26	24	16	23	14	-	19	-	26	-	8	14	-	3	-	11	-										
Visio – Introduction	£195	27	24	25	22	24	17	-	18	-	9	-	9	7	-	16	-	12	-										
Crystal Reports - Introduction	£275	30	13	10	13	16	16	24	-	14	-	26	-	-	28	-	26	-	3										
Sage Accounts 50 - Introduction	£275	23	6	4	7	4	3	27	-	11	-	20	-	-	24	-	20	-	16										
Sage Accounts 50 - Intermediate	£350	9	7	11	21	18	10	-	3	-	2	-	7	3	-	28	-	30	-										
Sage Payroll - Introduction	£275	31	12	15	14	13	14	3	-	7	-	5	-	-	26	-	27	-	2										
MS Project - Introduction	£195	27	26	21	29	26	9	30	-	10	-	2	-	-	11	-	15	-	14										
MS Project – Managing a Project	£275	28	27	22	30	27	10	31	-	11	-	3	-	-	12	-	16	-	15										

Keys Training's range of scheduled public courses are updated regularly to meet client demand and market developments. Please contact us to confirm availability and possible alternative dates - when courses are filled we may add new ones that were not on the original schedule. Keys Training also have a wide range of scheduled Business and Project Management courses.

Keys Training provide more than 100 different courses - closed courses tailored to precise company requirements and public courses run to demand. So if you do not see what you want, or would like us to tailor a special course for your organisation then please contact our training support team.



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