

# MICROSOFT OFFICE CLASSES

MS Office 2007 unless otherwise noted. For MS Office 2003 or 2010 classes, please contact ABC.

MS Office 2007 Class	2012 Dates	Time	Day	Regular Fee	Nonmember Fee	Member Fee
Access Level 3	3/9	9:00 am - 4:30 pm	Friday	\$249	\$225	\$149
Excel Level 1	3/8	9:00 am - 4:30 pm	Thursday	\$249	\$225	\$149
Excel Level 2	2/28	9:00 am - 4:30 pm	Tuesday	\$249	\$225	\$149
Excel Level 3	3/26	9:00 am - 4:30 pm	Monday	\$249	\$225	\$149
Outlook Level 1	2/1	9:00 am - 4:30 pm	Wednesday	\$249	\$225	\$149
Outlook Level 2	3/21	9:00 am - 4:30 pm	Wednesday	\$249	\$225	\$149
Outlook Level 3	4/20	9:00 am - 4:30 pm	Friday	\$249	\$225	\$149
PowerPoint Level 1	3/19	9:00 am - 4:30 pm	Monday	\$249	\$225	\$149
PowerPoint Level 2	2/6	9:00 am - 4:30 pm	Monday	\$249	\$225	\$149
Project Level 1	3/19	9:00 am - 4:30 pm	Monday	\$249	\$225	\$199
Project Level 2	2/6	9:00 am - 4:30 pm	Monday	\$249	\$225	\$199
Word Level 1	3/15	9:00 am - 4:30 pm	Thursday	\$249	\$225	\$149
Word Level 2	2/7	9:00 am - 4:30 pm	Tuesday	\$249	\$225	\$149
Word Level 3	3/28	9:00 am - 4:30 pm	Wednesday	\$249	\$225	\$149

**Members: Save up to \$100 by registering with ABC!**

Location: **New Horizons Computer Learning Centers**  
1221 Lee Road, Orlando, FL 32810

Members: **Central FL Chapter ABC**  
CFBE member & HBA member

**For more information call ABC at 407-628-2070**

**Private classes available at your site or at ABC (includes computer equipment)**

Check Class(es) to register for:

- Access Level 3** - Exchange data with other applications, automate business processes using VBA code, secure and share.
- Excel Level 1** - Create and edit basic worksheets and workbooks.
- Excel Level 2** - Templates, charts, graphics, formulas. Apply visual elements and advanced formulas to display data in various formats.
- Excel Level 3** - Automate common tasks; apply advanced analysis to data sets, collaborate worksheets, share with applications.
- Outlook Level 1** - Compose and send email, schedule appointments, manage contacts and tasks, and use notes.
- Outlook Level 2** - Customize environment; track, share, assign, and locate various Outlook items.
- Outlook Level 3** - Enhance email and calendar skills; communicate in real time with others; personalize, organize, share, link.
- Power Point Level 1** - Create electronic presentations. (2<sup>nd</sup> edition)
- Power Point Level 2** - Transform presentations into powerful means of communication. Customize PowerPoint. (2<sup>nd</sup> edition)
- Project Level 1** - Create project containing tasks, organize tasks containing relationships, create and assign resources, finalize.
- Project Level 2** - Exchange project data with other applications, update plans, create visual reports, reuse project information.
- Word Level 1** - Basic concepts for basic business documents; create edit and enhance standard documents. (2<sup>nd</sup> edition)
- Word Level 2** - Create complex documents and build personalized efficiency tools. (2<sup>nd</sup> edition)
- Word Level 3** - Create, manage, revise, and distribute long documents and forms. (2<sup>nd</sup> edition)

Company: \_\_\_\_\_  ABC CFL Member  CFBE Member  HBA Member  Nonmember (prepay required)

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ (must have for credit card receipt)

Attendee(s): (1) \_\_\_\_\_ Class: \_\_\_\_\_

(2) \_\_\_\_\_ Class: \_\_\_\_\_

**Payment Option:**  Check enclosed  Sending check  Bill me (\$10 charge - ABC CFL members only) PO # \_\_\_\_\_

**Credit Card Information:**

Name on Card: \_\_\_\_\_ Card # \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Card Code: \_\_\_\_\_ (AMEX -4 digits on front of card/VISA/MC - 3 digits on back of card on signature line)

Statement address: \_\_\_\_\_ Statement Zip Code \_\_\_\_\_

**Cancellation/Refund Policy:** Cancellations received seven (7) business days (168 hours) before the class will be accepted and a full refund will be issued. No refunds will be given for cancellations received after this; please send a substitute. No shows will be billed. Coupons not applicable.

**MAKE CHECKS PAYABLE AND SEND TO:** Associated Builders and Contractors, Inc., 651 Danville Drive, Orlando, FL 32825-6393

Fax form to 407-629-0144 or email: [dcrosby@abccentralflorida.org](mailto:dcrosby@abccentralflorida.org)

[www.abccentralflorida.com](http://www.abccentralflorida.com)

