



Course Title	Duration	Oct	Nov	Dec
Microsoft Word 2010 Level 1	1 day	20	16	
Microsoft Word 2010 Level 2	1 day	31		7
Microsoft Word 2010 Level 3	1 day	12	11	14
Microsoft Excel 2010 Level 1	1 day	25		6
Microsoft Excel 2010 Level 2	1 day		1	13
Microsoft Excel 2010 Level 3	1 day	11	15	
Microsoft PowerPoint 2010	1 day	27		9
Microsoft Publisher 2010	1 day	14	10	
Microsoft Outlook 2010 AM E-mail/PM Calendar	1/2 day per topic	19	22	

How to book?	Contact the ICT Training team on 01443 864154 or email us at traina@caerphilly.gov.uk
Cost	£90 per person full day / £45 per person half day

