

Course	Dates	Time
Using the Computer and Managing Files	1 – 2 July 2010	0830 – 1215 hrs
Pivot Table Reports	2 July 2010	0900 – 1200 hrs
Advanced Spreadsheets	5 – 9 July 2010	0830 – 1215 hrs
Spreadsheets	5 – 9 July 2010	0830 – 1215 hrs
Spreadsheets	5 – 9 July 2010	0830 – 1215 hrs
Basic ICT Skills	12 – 14 July 2010	0830 – 1215 hrs
MS PowerPoint Advanced	12 – 14 July 2010	0830 – 1215 hrs
Using the Computer and Managing Files (Gozo)	12 – 13 July 2010	0830 – 1215 hrs
Word Processing (Gozo)	14 – 16 July 2010	0830 – 1215 hrs
Spreadsheets (Gozo)	19 – 23 July 2010	0830 – 1215 hrs
Touch Typing	26 – 28 July 2010	0830 – 1215 hrs
Advanced Word Processing (Gozo)	26 – 28 July 2010	0830 – 1215 hrs
Database	26 – 30 July 2010	0830 – 1215 hrs
Spreadsheets	26 – 30 July 2010	0830 – 1215 hrs