



**Office 2010 Series**

*Designed for 6-9 Hours of Instruction*

- Word 2010 Basics (3412Win7)
- Word 2010 Intermediate (3420Win7)
- Excel 2010 Basics (3414Win7)
- Excel 2010 Intermediate (3415Win7)
- Excel 2010 Advanced (3417Win7)
- PowerPoint 2010 Basics (3416Win7)

*Designed for 12-18 Hours of Instruction*

- Learning to Use Computers with Office 2010 (3410Win7R)
- Introduction to Office 2010 (3411Win7)

*Designed for 6-9 Hours of Instruction*

- Windows 7 Basics (3396Win7)
- Learning to use Computers with Windows 7 and Office 2007 (3399rWin7)

**Windows 7 Series**

- Introduction to Office 2007 with Windows 7 (3397Win7)
- Access 2007 Basics with Windows 7 (3406Win7)
- Access 2007 Intermediate with Windows 7 (3407Win7)
- Excel 2007 Basics with Windows 7 (3402Win7)
- Excel 2007 Intermediate with Windows 7 (3403Win7)
- PowerPoint 2007 Basics with Windows 7 (3404RWin7)
- PowerPoint 2007 Intermediate with Windows 7 (3405Win7)
- Word 2007 Basics with Windows 7 (3398Win7)
- Word 2007 Intermediate with Windows 7 (3400Win7)
- Word 2007 Advanced with Windows 7 (3401Win7)

Post Office Box 5218 · Charlotte, NC 28299-5218  
Phone: 704.358.3383  
Fax: 704.358.3373  
www.solutionsrus.com      cpi@solutionsrus.com

**Office 2007 Series**

*Designed for 6-9 Hours of Instruction*

- Word 2007 Basics (3349R2)
- Word 2007 Intermediate (3357)
- Word 2007 Advanced (3360R2)
- Word 2007 Essentials (3370R)
- Excel 2007 Basics (3351R3)
- Excel 2007 Intermediate (3361R3)
- Excel 2007 Advanced (3355)
- PowerPoint 2007 Basics (3352R5)
- PowerPoint 2007 Intermediate (3362R2)
- Access 2007 Basics (3350R2)
- Access 2007 Intermediate (3359)
- Learning to Use Outlook 2007 (3371NC)

*Designed for 12-18 Hours of Instruction*

- Learning to Use Computers with Windows XP and Office 2007 (3372)
- Learning to Use Computers with VISTA and Office 2007 (3374)
- Introduction to Microsoft Office 2007 (3353R2)
- Learning to Use Computers with Windows 7 and Office 2007 (3399R)

*Designed for 3-6 Hours of Instruction*

**Mini-Series Office 2007**

- Mini-Word 2007 Basics (3373R)
- Mini-Word 2007 Formatting (3378R2)
- Mini-Word 2007 Forms & Merges (3379R)
- Mini-Word 2007 Advanced Features (3386R2)
- Mini-Excel 2007 Basics (3380R)
- Mini-Excel 2007 Formatting (3391R)
- Mini-Excel 2007 Charts and PivotTables (3381R)
- Mini-Excel 2007 Simple Formulas (3392R)
- Mini-Access 2007 Basics (3387)
- Mini-Access 2007 Tables (3388)
- Mini-Access 2007 Queries (3389)
- Mini-Access 2007 Forms & Reports (3390)

**Mini-Series Office 2010**

*Designed for 3-6 Hours of Instruction*

- Mini-Word 2010 Basics (3413Win7)
- Mini-Excel 2010 Basics (3418Win7)