



Executive Training Resources

208.525.8813 www.etrdirect.com

Nov & Dec 2011

<p>Check out our Communication Building Skills Class. You won't believe how much you will learn! Satisfaction Guaranteed!</p>	<p>Nov 1 Excel Extreme Functions InDesign Intro Crystal Reports Day 1 Public Speaking</p>	<p>2 Excel Extreme Charts Day 1 Interview for Success Publisher Office New Features 07</p>	<p>3 Excel Extreme Charts Day 2 Outlook Introduction Learn to Fix Your Own Computer Publisher</p>	<p>4 QuickBooks Intro Computer Fundamentals Team Building Office New Features 10</p>
<p>7 Word 07 or 2010 Intro Customer Service Project Day 1 Visio Intro</p>	<p>8 Access 07 or 10 Intro InDesign Intro Visual Basic for Word Illustrator Day 1 HTML Day 1</p>	<p>9 Excel 07 or 10 Intro Project Day 2 Photoshop Elements Visio Advanced</p>	<p>10 PowerPoint 07 or 10 Intro Outlook Advanced Awesome Management Skills Photoshop Intro</p>	<p>11 QuickBooks Intermediate Intro to Word & Excel Org Plus Windows 7</p>
<p>14 Word 07 or 10 Intermediate Expression Web Day 1 Project Day 3</p>	<p>15 Access 07 or 10 Intermediate HTML Intermediate Photoshop Artistic Effects Illustrator Advanced</p>	<p>16 Excel 07 or 10 Intermediate Photoshop Elements Project Day 2 Expression Web Day 2 QuickBooks Extreme</p>	<p>17 PowerPoint 07 Intermediate Dynamic Presentation Skills Office New Features</p>	<p>18 QuickBooks Advanced Intro to Internet & Email Photoshop Advanced</p>
<p>21 Word 07 or 10 Adv Dreamweaver Day 1 Business & Technical Writing</p>	<p>22 HTML Day 3 Dreamweaver Day 2 Crystal Reports Day 2 Conflict Management Access 07 or 10 Advanced</p>	<p>23 Closed for Thanksgiving</p>	<p>24 Closed for Thanksgiving</p>	<p>25 Closed for Thanksgiving</p>
<p>28 VBA Day 1 Resume Writing Skills Situational Leadership Excel Extreme Functions</p>	<p>29 Access 07 Extreme Photoshop for the Web Visual Basic for Excel Word Perfect Day 1</p>	<p>30 Excel Extreme Charts VBA Day 2 Captivate WordPerfect Day 2 Excel Advanced</p>	<p>Dec 1 PowerPoint Adv 07 Assertiveness and Social Styles Visual Basic for Word PC Maintenance & Security</p>	<p>2 QuickBooks Intro Computer Fundamentals</p>
<p>5 Word 07 or 2010 Intro Office New Features 2010 Project Day 1 Expression Web Day 1</p>	<p>6 Access 07 or 10 Intro Visual Basic for Excel HTML Intro Customer Service</p>	<p>7 Excel 07 or 10 Intro Business & Technical Writing Project Day 2 Expression Web Day 2</p>	<p>8 PowerPoint 07 or 10 Intro Awesome Management Skills Outlook Introduction Visual Basic for Word Dreamweaver Day 1</p>	<p>9 QuickBooks Intermediate Intro to Word & Excel Org Plus</p>
<p>12 Word 07 or 10 Intermediate Office New Features 2007 Publisher Project Day 3</p>	<p>13 Access 07 or 10 Intermediate Communication Building Skills HTML Intermediate VBA Day 1</p>	<p>14 Excel 07 or 10 Intermediate Illustrator Photoshop Intro VBA Day 2</p>	<p>15 PowerPoint Intermediate 07 Outlook Advanced InDesign Intro VBA Day 2 Office New Features</p>	<p>16 QuickBooks Advanced Intro to Internet & Email</p>
<p>19 Word 07 or 10 Adv Excel Extreme Charts Photoshop Elements Dreamweaver Day 2</p>	<p>20 Access 07 or 10 Adv Excel Extreme Functions HTML Advanced Photoshop Advanced</p>	<p>21 Excel 07 or 10 Advanced QuickBooks Payroll InDesign Advanced Dreamweaver Day 2</p>	<p>22 CLOSED</p>	<p>23 CLOSED</p>
<p>26 CLOSED</p>	<p>27 Computer Fundamentals</p>	<p>28 Intro to Word</p>	<p>29 Intro to Excel</p>	<p>30 CLOSED</p>