



**WINDOWS  
WINDOWS 7**

Jan 9&10 or Feb 6&7 or Mar 6&7

**UPGRADING TO WIN 7 FROM XP**  
Feb 1 OR Mar 5

**WORDPROCESSING**

**WORD XP/2003 - LEVEL 1**  
Jan 13 or Feb 14 or Mar 14

**WORD XP/2003 - LEVEL 2**  
Jan 19&20 Feb 16&17 Mar 19& 20

**WORD 2007/2010 - LEVEL 1**  
Jan 9 or Feb 7 or Mar 6

**WORD 2007/2010 - LEVEL 2**  
Jan 23&24 Feb 22 & 23 Mar 12&13

**WORD 2007/2010—LEVEL 3**  
Mar 26 & 27

**CERTIFICATIONS and OTHERS**

**MCAS Certifications  
(MOS 2007)**

Jan 3—Mar 30 OR Feb 8-Apr 30 OR  
Mar 8—May 31

**TROUBLESHOOTING YOU PC**  
Feb 1st for 15 weeks (4-6:30pm)

**CEI**  
Computer Education Institute

Computer Education Institute  
802 Canonie Drive  
Porter, IN 46304  
Phone: 926-5740  
Email: cei@cei-edu.com

**WWW.CEI-EDU.COM**

**INTERNET  
INTERNET PARASITES REMOVAL**  
Jan 27 or Feb 13 or Mar 22

**EXPRESSION WEB**  
Jan 26 OR Feb 24 Mar 8



**DATABASES  
ACCESS XP/2003 - LEVEL 1**  
Jan 5&6 Feb 2&3 Mar 1&2

**ACCESS XP/2003 - LEVEL 2**  
Jan 19 &20 Feb 16 &17 Mar 14 &15

**ACCESS XP/2003 - LEVEL 3**  
Mar 20 & 21

**ACCESS 2007 - LEVEL 1**  
Jan 26 & 27 Feb 27 & 28

**SPREADSHEETS**

**EXCEL XP/2003- LEVEL 1**  
Jan 6 or Feb 8 or Mar 8

**EXCEL XP/2003 - LEVEL 2**  
Jan 11&12 Feb 9&10 Mar 12 &13

**EXCEL XP/2003 - LEVEL 3**  
Mar 29 & 30

**EXCEL 2007/2010- LEVEL 1**  
Jan 3 or Feb 13 or Mar 9



**OTHERS**

**POWERPOINT XP/2003**  
Jan 16 or Feb 15 or Mar 7

**POWERPOINT 2007**  
Jan 2 or Feb 1 or Mar 5

**MS PROJECT**  
Jan 12 or Feb 20 Mar 22

**MS PROJECT—LEVEL 2**  
Jan 25 or Feb 21 Mar 30

**UPGRADING TO WORD 2010**  
Jan 25 or Feb 28 or Mar 2

**UPGRADING TO EXCEL 2010**  
Jan 13 or Feb 24 or Mar 30