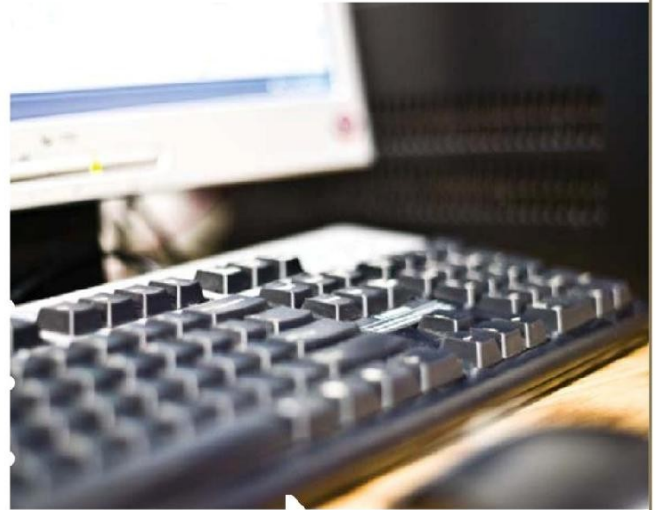


TRAINING SCHEDULE

+ + + TRAINING THAT *works*

Access 2007 Advanced Forms	11/11/2010	1:00 pm - 3:00 pm	\$ 39
Access 2007 Advanced Reports	11/18/2010	1:00 pm - 3:00 pm	\$ 39
Access Advanced Query Design	10/20/2010	8:30 am - 12:00 pm	\$ 49
Access Relational Database Design: The Easy Way	10/13/2010	8:30 am - 12:00 pm	\$ 49
Analyzing Financial Data & Customizing Forms in QuickBooks 2009	10/27/2010	8:30 am - 10:30 am	\$ 39
Desktop Publishing with Word	11/02/2010	8:30 am - 12:00 pm	\$ 49
Doing Payroll with QuickBooks	11/17/2010	1:00 pm - 3:00 pm	\$ 39
Effective Supervision (4 day class)	10/07/2010 10/14/2010 10/21/2010 10/28/2010	8:30 am - 4:00 pm	\$395
Entering & Paying Bills in QuickBooks 2009	09/22/2010	1:00 pm - 3:00 pm	\$ 39
Excel Charting	12/08/2010	1:00 pm - 3:00 pm	\$ 39
Excel Formulas Functions & Formatting	10/26/2010	1:00 pm - 3:00 pm	\$ 39
Excel Outlines Subtotals & Database Management	11/09/2010	1:00 pm - 4:30 pm	\$ 49
Getting Started with QuickBooks 2009	09/08/2010	8:30 am - 3:30 pm	\$ 99
Getting Started with Project 2007 (2 day class)	09/29/2010 10/06/2010	8:30 am - 3:30 pm	\$179
Getting Started with Access 2007	09/07/2010	8:30 am - 3:30 pm	\$ 99
Getting Started with Excel 2007	09/02/2010	8:30 am - 3:30 pm	\$ 99
How To Present Using PowerPoint	10/19/2010	1:00 pm - 4:30 pm	\$ 49
Invoicing & Receiving Payments in QuickBooks 2009	10/03/2010	1:00 pm - 3:00 pm	\$ 39
Mail Merging with Word 2007	10/18/2010	1:00 pm - 3:00 pm	\$ 39
Project Management for Non Project Managers	09/15/2010	8:30 am - 3:30 pm	\$ 99
Publisher 2007 Design Like a Pro	11/10/2010	8:30 am - 12:00 pm	\$ 49
Resolving Conflict without Confrontation	11/04/2010	8:30 am - 3:30 pm	\$149
Tracking and Paying Sales Tax with QuickBooks 2009	11/03/2010	8:30 am - 10:30 am	\$ 39
Tracking Inventory with QuickBooks 2009	12/01/2010	1:00 pm - 3:00 pm	\$ 39
Web Design 101	09/17/2010	8:30 am - 3:30 pm	\$ 99
Working with Word Styles & Templates	12/07/2010	1:00 pm - 3:00 pm	\$ 39



Monthly Online Training is always available on a variety of subjects through our partnerships with **Ed2Go** and **Command Spanish®!**

Butler's Business Performance Group offers training programs and services aimed at helping people become more knowledgeable and productive, and companies more profitable and efficient. Visit our website to view our complete public training schedule. Our classes are ideal for individuals and organizations with a few people to train. If you have a group of people to train, we'll arrange a class to fit your schedule and tailor the content to accomplish your objectives.

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