

SCHEDULE – Spring 2012

Val-d'Or : Minimum 2 and maximum 8 participants by group

Courses

8 h 30 to 11 h 30 & 1 PM to 4 PM

Introduction Explorer Windows, Word and Excel 545 \$ ^{+TX} / person, 18 hours over 3 days Course book included	May, 29, 30 and 31
Windows, Internet Explorer & Email <i>Essential knowledge</i> 545 \$ ^{+TX} / person, 18 hours over 3 days Course book included	June, 12, 13 and 14
Word – Essentials 545 \$ ^{+TX} / person, 18 hours over 3 days Course book included	April 3, 4 and 5
Word – Effective Graphic Design* 545 \$ ^{+TX} / person, 18 hours over 3 days Course book included	April 24, 25 and 26
Word – How to manage an elaborated document?* 545 \$ ^{+TX} / person, 18 hours over 3 days Course book included	May 23, 24 and 25
Excel – Essentials 545 \$/ person ^{+TX} 18 hours over 3 days Course book included	March 27, 28 and 29
Excel – Functions and Formulas* 399 \$ ^{+TX} / person, 12 hours over 2 days Course book included	May 15 and 16
Excel – Analysis Tool* 399 \$ ^{+TX} / person, 12 hours, over 2 days Course book included	May 17 and 18
Ms-Outlook – More than an email software 299 \$ ^{+TX} / person, 9 hours on 1 ½ days Course book included	Group A) April 19 : AM & PM - April 20 : AM Group B) June 7 : AM & PM – June 8 : AM
Publisher – Development & Design of a Publication 399 \$ ^{+TX} / person, 12 hours Course book included	April 17 and 18
PowerPoint – Demonstration of facts* 399 \$ ^{+TX} / person 12 hours on 2 days Course book included	April 12 and 13
Ms-Project – How to control this software?* 995 \$/ ^{+TX} person, 24 hours Course book included	April 24, 25, 26 and 27
Ms-Access – How to create a database? 24 hours* 995 \$ ^{+TX} / person, Course book included	May 1, 2, 3 & 4
★ Training on Taking Minutes 595 \$ +tx / participant / 12 hours Training Course on 2 days	April 10 and 11

If you have to cancel your registration, it has to be within the five working days before the date of the beginning of the course. The cancellations have to be made in writing, E-mail or fax. Otherwise you will have to pay the totality of the registration cost. Participants' replacements are accepted free of charge up to the beginning of the course.

We invite you to phone us for any question ☎ 819-824-8884

Maximum 8 participants by group

Fax your REGISTRATION today



819-824-8887

***You must phone us for knowing the prerequisites. Thanks**

Name (s)

Company

Phone number

Fax number

Your choice (s) of training (s)

Signature

Satisfaction guaranteed by Centraccès formation

- Quebec Manpower Training Development, Accreditation number : 0050141
- Classrooms with multimedia technology to promote interactivity
- Professional trainers / Course books included

Often check our Web site to know the new schedule or for more information, call us. 819-824-8884

Founded in 1999, First Private Training Centre in Abitibi-Témiscamingue to offer state-of-the-art technology for Customized Training Programs. Also available; Private course, English and French as a second language, using software. Our specialization on teaching how to use software allows our customers a better performance at work.



Bachelor of Teaching,
Certificate in data-processing
tool integration applied to
education,
Certificate in administration,
and several other specialized
computer technology courses.
Ms. Bérubé has acquired many
years of teaching experience in
various private and public
schools.

Marjolaine Bérubé, President
mberube@centraces.com



Bachelor of Business Administration
Possesses more than 25 years of
experience in customer service, Private
and Public sectors.

Jean-Marc Audet, Vice-President
jmaudet@centraces.com

SCHEDULE

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Centraccès Formation

Computer Training Centre

888, 3rd Avenue, Val-d'Or

www.centraces.com

☎ 819-824-8884

Knowing – Discovering - Sharing