

Office 2016

MS Access 2016 Part 1	October 3 & 4
MS Access 2016 Part 2	August 9 & 10
	October 10 & 11
MS Access 2016 Part 3	August 16 & 17
	October 17 & 18
MS Excel 2016 Part 1	October 3 & 4
MS Excel 2016 Part 2	October 10 & 11
MS Excel 2016 Part 3	October 17 & 18
MS Word 2016 Part 1	August 16 & 17
	November 14 & 15
MS Word 2016 Part 2	August 23 & 24
	November 20 & 21
MS PowerPoint 2016 Part 1	August 14 & 15
	October 24 & 25
MS PowerPoint 2016 Part 2	August 21 & 22
	Oct. 31 & Nov. 1

-Fall 2017

MS OneNote	September 7 & 8
MS Access 2013 Part 1	June 14 & 15
MS Access 2013 Part 2	June 20 & 21
MS Access 2013 Part 3	June 28 & 29
Access Queries Made Easy	March 23
MS Excel 2013 Part 1	August 29 & 30
MS Excel 2013 Part 2	September 6 & 7
MS Excel 2013 Part 3	September 11 & 12
Data Analysis w/Pivot Tables	September 5
	November 6
Data Analysis w/Power Pivot	August 7
	September 13
	November 13
Excel Dashboards	August 28
	September 25
QuickBooks Level I	October 2, 9 & 16
QuickBooks Level II	Oct. 23, 30 & Nov. 6
SQL Queries for Mere Mortals	June 22 & 23

PDI Offers Blended Computer Training Experience

These days, your desktop computer is only one of the many electronic tools you use every day. Your tablet - even your smart phone - can store work files along with music, photos and, of course, Candy Crush.

Why not take your PDI training with you as well? PDI now offers a blended training experience that includes instructor-led workshops plus these online components available to you on any mobile device.

- **E-Book** - an electronic version of your printed book, readable on any computer or mobile device
- **Files** - the practice files used in class
- **Assessments** - Detailed evaluations based on course content
- **Learn To*** - Short video tutorials reinforcing and expanding key concepts of the course
- **Checklist*** - Quick reference material and step-by-step instructions for tasks covered in the class in an easy-to-find format

**These features are currently available in Office 2016, 2013 and Adobe Creative Suite workshops.*

Contract Training

Do you and your co-workers all need to brush up on your computer skills? Contract training through PDI could be the answer. Contact Frank Thomas at 309.690.6915 or fthomas@icc.edu to learn more about our group training rates.

For more information, visit us on the web at www.icc.edu/pdi or call 309-690-6900