

Microsoft												Hyperlinks	
Courses		Price							Hyperlinks				
Exam	Duration	(excl. VAT)	Jul-10	Aug-10	Sep-10	Oct-10	Nov-10	Dec-10	Outlines	Info			
Applications													
OFFICE 2007 Introductory Courses													
IN-VIS	Microsoft Windows Vista		1 day	KSH 5,603.45	5	2	6	4	8,29		Outline		
IN-WRD7	Microsoft Word 2007		1 day	KSH 5,603.45	6	3	7	5	9,30		Outline		
IN-EXL7	Microsoft Excel 2007		1 day	KSH 5,603.45	7	4	8	6	10	1	Outline		
IN-PPT7	Microsoft PowerPoint 2007		1 day	KSH 5,603.45	8	5	9	7	11	2	Outline		
IN-OUT7	Microsoft Outlook 2007		1 day	KSH 5,603.45	9	6	10	8	12	3	Outline		
IN-PRJ7	Microsoft Project 2007		1 day	KSH 5,603.45							Outline		
IN-ACC7	Microsoft Access 2007		1 day	KSH 5,603.45							Outline		
OFFICE 2007 Intermediate Courses													
TM-WRD7	Microsoft Word 2007		1 day	KSH 5,948.28	12	9	13	11	15	6	Outline		
TM-EXL7	Microsoft Excel 2007		1 day	KSH 5,948.28	13	10	14	12	16	7	Outline		
TM-ACC7	Microsoft Access 2007		1 day	KSH 5,948.28	14	11	15	13	17	8	Outline		
OFFICE 2007 Advanced Courses													
AD-VIS	Microsoft Windows Vista		1 day	KSH 6,465.52	15	12	20	18	22	13	Outline		
AD-WRD7	Microsoft Word 2007		1 day	KSH 6,465.52	16	13	21	19	23	14	Outline		
AD-EXL7	Microsoft Excel 2007		1 day	KSH 6,465.52	19	16	22	20	24	15	Outline		
AD-PPT7	Microsoft PowerPoint 2007		1 day	KSH 6,465.52	20	17	23	21	25	16	Outline		
AD-OUT7	Microsoft Outlook 2007		1 day	KSH 6,465.52	21	18	24	22	26	17	Outline		
AD-PRJ7	Microsoft Project 2007		1 day	KSH 6,465.52							Outline		
AD-ACC7	Microsoft Access 2007		1 day	KSH 6,465.52							Outline		

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Applications												
OFFICE 2003 Introductory Courses												
IN-WRD3	Microsoft Word 2003		1 day	KSH 5,603.45	Scheduled on Demand						Outline	
IN-EXL3	Microsoft Excel 2003		1 day	KSH 5,603.45							Outline	
IN-PPT3	Microsoft PowerPoint 2003		1 day	KSH 5,603.45							Outline	
IN-OUT3	Microsoft Outlook 2003		1 day	KSH 5,603.45								
IN-ACC3	Microsoft Access 2003		1 day	KSH 5,603.45								
IN-PRJ3	Microsoft Project 2003		1 day	KSH 5,603.45								
IN-PCs	Introduction to Personal Computers		1 day	KSH 5,603.45								
IN-VBE	VBA Introduction For Microsoft Excel		1 days	KSH 5,603.45								
OFFICE 2003 Intermediate Courses												
TM-WRD3	Microsoft Word 2003		1 day	KSH 5,948.28	Scheduled on Demand						Outline	
TM-EXL3	Microsoft Word 2003		1 day	KSH 5,948.28							Outline	
TM-ACC3	Microsoft Excel 2003		1 day	KSH 5,948.28							Outline	
OFFICE 2003 Advanced Courses												
AD-WRD3	Microsoft Word 2003		1 day	KSH 6,465.52	Scheduled on Demand						Outline	
AD-EXL3	Microsoft Excel 2003		1 day	KSH 6,465.52							Outline	
AD-PPT3	Microsoft PowerPoint 2003		1 day	KSH 6,465.52							Outline	
AD-OUT3	Microsoft Outlook 2003		1 day	KSH 6,465.52							Outline	
AD-ACC3	Microsoft Access 2003		1 day	KSH 6,465.52							Outline	
AD-FPG3	Microsoft FrontPage 2003		1 day	KSH 6,465.52							Outline	
AD-ACD3	Microsoft Access 2003 for Developers		1 day	KSH 6,465.52								
AD-PRJ3	Microsoft Project 2003		1 day	KSH 6,465.52							Outline	

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Applications												
Upgrade Courses												
UP-WIN	Upgrading Windows XP to Windows Vista		1/2 day	KSH 5,603.45	Scheduled on Demand							
UP-WRD	Upgrading Word 2000/2003 to Word 2007		1/2 day	KSH 5,603.45							Outline	
UP-EXL	Upgrading Excel 2000/2003 to Excel 2007		1/2 day	KSH 5,603.45							Outline	
UP-PPT	Upgrading PowerPoint 2000/2003 to PowerPoint 2007		1/2 day	KSH 5,603.45							Outline	
UP-ACC	Upgrading Access 2000/2003 to Access 2007		1/2 day	KSH 5,603.45							Outline	
UP-OUT	Outlook 2007 - New Features		1/2 day	KSH 5,603.45							Outline	

Important Notes:

TORQUE IT offers Accredited Training curriculum conducted by a certified trainer with approved course materials.

- 1) Fees quoted include lunch, teas, and course materials for the duration of the course.
- 2) Fees quoted are exclusive of 16% VAT.
- 3) The above dates are tentative, pending confirmation and enrollment onto the course.
- 4) Courses without dates are scheduled based on the interest generated to make up the minimum class size. Please get in touch with us to register your request at info@torque-it.co.ke