

**You won't find any lectures at Happy. All our courses are designed to involve delegates to the full, ensuring active learning and enabling people reach their potential.**

**Click on any course below to view the course outline and real-time availability.**

	Days	July 11	August 11	September 11	October 11	Standard Price	Public Sector	Charity
<b>Office 2003 - Courses suitable for users of Microsoft Office 2000, 2002(XP) and 2003</b>								
Fast Track Introduction To Office 2003	2		1 & 2		11 & 12	£440	£360	£280
<b>Word Processing</b>								
Word 2003 Essentials	1	5		2		£220	£180	£140
Word 2003 Intermediate	1	14		14		£220	£180	£140
Word 2003 Advanced	1	25		28		£220	£180	£140
<b>Spreadsheets</b>								
Excel 2003 Essentials	1	4, 22	4, 23	1, 19	6, 26	£220	£180	£140
Excel 2003 Intermediate - Level 1	1	8, 26	8, 25	9, 21	11, 27	£220	£180	£140
Excel 2003 Intermediate - Level 2	1	12, 29	10, 31	13, 29	14, 31	£220	£180	£140
Excel 2003 Advanced	1	21		22		£220	£180	£140
Excel 2003 VBA	3	25, 26 & 27		26, 27 & 28		£810	£675	£540
Excel 2003 Macro Masterclass	1		5		10	£270	£225	£180
Speaking With Charts Using Excel	1	19		9		£270	£225	£180
Excel Databases	1		16		24	£270	£225	£180
Maximising Pivot Tables	1	20	22		21	£270	£225	£180
Excel Formulas And Functions	1		24		25	£270	£225	£180
<b>Databases</b>								
Access 2003 Introduction	1	11		6		£220	£180	£140
Access 2003 Essentials	2		4 & 5		4 & 5	£440	£360	£280
Access 2003 Fast Track Essentials	1		8		7	£220	£180	£140
Access 2003 Queries & Reports	1	14	16	16		£220	£180	£140
Access 2003 Advanced	2	21 & 22		19 & 20		£540	£450	£360
Access 2003 VBA	3		Please ask for details			£810	£675	£540
<b>Presentations</b>								
PowerPoint 2003 Essentials	1	8	1		4	£220	£180	£140
PowerPoint 2003 Advanced	1		26		24	£220	£180	£140
How To Give A Great Presentation Despite Using PowerPoint	1	14		21		£370	£305	£240
<b>Email</b>								
Outlook 2002 Essentials	1		11		10	£220	£180	£140
Outlook 2002 Advanced	1	20		15		£270	£225	£180
Outlook 2003 Essentials	1		4		7	£220	£180	£140
Outlook 2003 Advanced	1		31		28	£270	£225	£180
Email Exemplar : Reducing Email Overload	1		19			£370	£305	£240

*“The course tutor was very engaging and personable. She managed to give everybody attention/help as required. I do not normally enjoy computer courses but today was excellent! Well done!”*

**Gemma Bellamy, Newham Primary Care Trust**

	Days	July 11	August 11	September 11	October 11	Standard Price	Public Sector	Charity
<b>Office 2007/2010</b>								
Fast Track Introduction To Office 2007/2010	2	7 & 8		1 & 2	5 & 6	£440	£360	£280
Office 2007 Conversion	1		15		20	£220	£180	£140
Office 2010 Conversion	1		15		20	£220	£180	£140
Office 2007/2010 Conversion 1/2 Day Fast Track	½	Please ask for details				£150	£150	£90
<b>Word Processing</b>								
Word 2007/2010 Essentials	1	6		1		£220	£180	£140
Word 2007/2010 Intermediate	1	13	12	13	20	£220	£180	£140
Word 2007/2010 Advanced	1	19		30		£220	£180	£140
<b>Spreadsheets</b>								
Excel 2007/2010 Essentials	1	6, 18	2, 17	2, 14	3, 18	£220	£180	£140
Excel 2007/2010 Intermediate - Level 1	1	13, 28	9, 18	8, 20	7, 19	£220	£180	£140
Excel 2007/2010 Intermediate - Level 2	1	15, 29	11, 30	12, 27	10, 28	£220	£180	£140
Excel 2007/2010 Advanced	1	21		22		£220	£180	£140
Excel 2007/2010 VBA	3		22, 23 & 24		24, 25, 26	£810	£675	£540
Excel 2007/2010 Macro Masterclass	1		26		19	£270	£225	£180
Speaking With Charts Using Excel	1	19		9		£270	£225	£180
Excel Databases	1		16		24	£270	£225	£180
Maximising Pivot Tables	1	20	22		21	£270	£225	£180
Excel Formulas And Functions	1		24		25	£270	£225	£180
<b>Databases</b>								
Access 2007/2010 Introduction	1	7		2		£220	£180	£140
Access 2007/2010 Essentials	2	4 & 5	2 & 3	7 & 8		£440	£360	£280
Access 2007/2010 Fast Track Essentials	1	12		5		£220	£180	£140
Access 2007/2010 Queries & Reports	1	15		12		£220	£180	£140
Access 2007/2010 Advanced	2	18 & 19		22 & 23		£540	£450	£360
Access 2007/2010 VBA	3	Please ask for details				£810	£675	£540
<b>Presentations</b>								
PowerPoint 2007/2010 Essentials	1		8		6	£220	£180	£140
PowerPoint 2007/2010 Advanced	1		17		21	£220	£180	£140
How To Give A Great Presentation Despite Using PowerPoint	1	14		21		£370	£305	£240
<b>Email</b>								
Outlook 2007 Essentials	1	11		6		£220	£180	£140
Outlook 2007 Advanced	1		18		31	£270	£225	£180
Outlook 2010 Essentials	1	13		16		£220	£180	£140
Outlook 2010 Advanced	1		25		18	£270	£225	£180
Email Exemplar : Reducing Email Overload	1		19			£370	£305	£240
<b>MOS and MCAS Certification</b>								
Microsoft Business Certifications – Excel 2007	1		15		11	£540	£450	£360
MOS 2003/2007/2010 Exams	½	28		26		£85	£85	£65
<b>Project Management</b>								
Project 2000/2002/2003 Fast Track Essentials	1		12		17	£270	£225	£180

	Days	July 11	August 11	September 11	October 11	Standard Price	Public Sector	Charity
Project 2000/2002/2003 Essentials	2	11 & 12	9 & 10	7 & 8	13 & 14	£540	£450	£360
Project 2002/2003 Intermediate	1		30		27	£270	£225	£180
Project 2007/2010 Fast Track Essentials	1		5		3	£270	£225	£180
Project 2007/2010 Essentials	2	4 & 5		1 & 2		£540	£450	£360
Project 2007/2010 Intermediate	1	20		29		£270	£225	£180
How To Plan A Project	3		24, 25 & 26			£850	£750	£650

### Basic Computing

Exploring the Internet	1	15		30		£220	£180	£140
Windows XP/Vista/7 Essentials	1	18		15		£220	£180	£140

### General Computing

Visio 2003 Essentials	1	6		9		£270	£225	£180
Visio 2007 Essentials	1		18		21	£270	£225	£180
Crystal Reports 10 Essentials	2	Please ask for details				£540	£450	£360
SharePoint 2007 Essentials	2	Customised group courses available				Please call for details		
SQL Essentials	1	14		21		£270	£225	£180

### Web Design And Planning

HTML Essentials	2		10 & 11		18 & 19	£540	£450	£360
Web Accessibility Issues	1	Group courses available				Please call for details		
Dreamweaver MX/MX2004/8 Introduction	1		8		6	£270	£225	£180
Dreamweaver MX/MX2004/8 New Users	1	4 & 5		5 & 6		£540	£450	£360
Dreamweaver 8 Experienced Users	2	Group courses available				Please call for details		
Dreamweaver CS3/CS4 Introduction	1		4		3	£270	£225	£180
Dreamweaver CS3/CS4 New Users	2		1 & 2		10 & 11	£540	£450	£360
Dreamweaver CS3/CS4 Experienced Users	2	Group courses available				Please call for details		
WordPress Essentials	1		16		20	£270	£225	£180
Adobe Acrobat 9 Essentials	1		19		25	£270	£225	£180
Creating And Analysing An Online Survey	1					£270	£225	£180
Effective Use Of Online Free Software: Skype, XXX And Beyond	1					£270	£225	£180
Google Docs	1					£270	£225	£180
Google Analytics Essentials	1					£270	£225	£180
SEO Essentials	1					£270	£225	£180

### Images and Photography

Illustrator CS3/4 Essentials	2		16 & 17		27 & 28	£540	£450	£360
Photoshop Elements 8 Essentials	1	13		9		£270	£225	£180
Photoshop CS/CS2 Essentials	2	11 & 12		8 & 9		£540	£450	£360
Photoshop CS3 Essentials	2	25 & 26		22 & 23		£540	£450	£360
Photoshop CS4 Essentials	2		8 & 9		13 & 14	£540	£450	£360

### Desktop Publishing

Adobe InDesign CS/CS2 Essentials	2	Group courses available				£540	£450	£360
Adobe InDesign CS3/CS4 Essentials	2	Group courses available				£540	£450	£360

*“Fabulous course that really clarifies a lot of points for me. I will definitely take a lot of knowledge back to the workplace”*

**Gina Parkin, DWP**

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Quark Xpress 7 Essentials	2		18 & 19			£540	£450	£360
Quark Xpress 8 Essentials	2				17 & 18	£540	£450	£360
Publisher 2000/2002/2003 Essentials	1		11		12	£270	£225	£180
Publisher 2007/2010 Essentials	1		22		26	£270	£225	£180

### Accounting

Introduction to Computerised Accounts	1		3		4	£270	£225	£180
Sage Line 50 Essentials	2		15 & 16		20 & 21	£540	£450	£360
QuickBooks Essentials	2		9 & 10		24 & 25	£540	£450	£360

### Learn To Touch Type In A Day

Key Symphony	1		15	15	12	£270	£225	£180
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### Social Media Training In Partnership With Sounddelivery

Social Media Basics	1	29				£300	£250	£195
Social Media Advanced	1	22		2		£300	£250	£195
Podcasting	1			9		£300	£250	£195
Video For The Web	1	22			7	£300	£250	£195
Social Media Strategy	1/2	This course is coming soon, please call for details				Please call for details		
Facebook For Marketing	1/2	This course is coming soon, please call for details				Please call for details		
Twitter	1/2	This course is coming soon, please call for details				Please call for details		
Blogging	1/2	This course is coming soon, please call for details				Please call for details		

### Trainer Certification and Training

IITT TPMA Certification Conversion LFT	3		1, 2 & 3		3, 4 & 5	£840	£840	£640
IITT TPMA Certification Essentials LFT	4	4, 5, 6 & 7		5, 6, 7 & 8		£995	£995	£795
IITT TPMA Trainer Assessment	1	Please ask for details				£250	£250	£225
Train The Trainer Essentials	2		9 & 10		12 & 13	£740	£740	£490

### Creating eLearning

Moodle Quick Start	1				21	£270	£225	£180
Moodle Intermediate	1				28	£270	£225	£180
Create Your Own eLearning - Basic Concepts	1				6	£270	£225	£180
Rapid eLearning With Articulate	1				11	£270	£225	£180
Rapid eLearning With Free Software	1				13	£270	£225	£180
Graphics And Image Work For eLearning	1				20	£270	£225	£180

**All of our London courses are held at Happy Headquarters, Cityside House, 40 Adler Street, London, E1 1EE.**