

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

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

	Days	November 11	December 11	January 12	February 12	Standard Price	Public Sector	Charity
Office 2003 - Courses suitable for users of Microsoft Office 2000, 2002(XP) and 2003								
Word Processing								
Word 2003 Essentials	1	3		9		£220	£180	£140
Word 2003 Intermediate	1	15		18		£220	£180	£140
Word 2003 Advanced	1	24		31		£220	£180	£140
Spreadsheets								
Excel 2003 Essentials	1	2, 18	7, 23	12, 23	2, 20	£220	£180	£140
Excel 2003 Intermediate - Level 1	1	4, 15, 24	2, 12	5, 20, 31	9, 17, 28	£220	£180	£140
Excel 2003 Intermediate - Level 2	1	22	20	25	29	£220	£180	£140
Excel 2003 Advanced	1	25		26		£220	£180	£140
Excel 2003 VBA	3		19, 20 & 21		27, 28 & 29	£810	£675	£540
Excel 2003 Macro Masterclass	1		15		20	£270	£225	£180
Speaking With Charts Using Excel	1	16		24		£270	£225	£180
Excel Databases	1		16		23	£270	£225	£180
Maximising Pivot Tables	1	29	19	27	21	£270	£225	£180
Excel Formulas And Functions	1		12		8	£270	£225	£180
Databases								
Access 2003 Introduction	1	7		3		£220	£180	£140
Access 2003 Essentials	2		5 & 6		1 & 2	£440	£360	£280
Access 2003 Fast Track Essentials	1		2		8	£220	£180	£140
Access 2003 Queries & Reports	1	10		11		£220	£180	£140
Access 2003 Advanced	2	29 & 30		26 & 27		£540	£450	£360
Access 2003 VBA	3	Group courses available				Please call for details		
Presentations								
PowerPoint 2003 Essentials	1	10, 21	5, 14	9, 19	7, 22	£220	£180	£140
PowerPoint 2003 Advanced	1	28	22	27	24	£220	£180	£140
How To Give A Great Presentation Despite Using PowerPoint	1	15		17		£370	£305	£240
Email								
Outlook 2003 Essentials	1	1		10		£220	£180	£140
Outlook 2003 Advanced	1		9		14	£270	£225	£180
Email Exemplar : Reducing Email Overload	1		9			£370	£305	£240

“I would definitely recommend the course to all of my colleagues. The trainer was very helpful, patient and welcoming. “Happy” had a very nice vibe about it and made the computer course enjoyable.”

Jodie Lee, Gareth Quarry Associates

	Days	November 11	December 11	January 12	February 12	Standard Price	Public Sector	Charity
Office 2007/2010								
Fast Track Introduction To Office 2007/2010	2		7 & 8		9 & 10	£440	£360	£280
Office 2007 Conversion	1		8		24	£220	£180	£140
Office 2010 Conversion	1	7, 23	8, 19	10, 25	7, 24	£220	£180	£140
Office 2007/2010 Conversion 1/2 Day Fast Track	½	Group courses available				Please call for details		
Word Processing								
Word 2007/2010 Essentials	1	2		5		£220	£180	£140
Word 2007/2010 Intermediate	1	17	13	16	15	£220	£180	£140
Word 2007/2010 Advanced	1	8, 23		30		£220	£180	£140
Spreadsheets								
Excel 2007/2010 Essentials	1	1	1	4	1	£220	£180	£140
Excel 2007/2010 Intermediate - Level 1	1	3, 16, 25	5, 20	6, 17, 26	6, 16, 27	£220	£180	£140
Excel 2007/2010 Intermediate - Level 2	1	9, 21	6, 21	13, 24	8, 29	£220	£180	£140
Excel 2007/2010 Advanced	1	22		25		£220	£180	£140
Excel 2007/2010 VBA	3	28, 29 & 30		30, 31 & 1/02		£810	£675	£540
Excel 2007/2010 Macro Masterclass	1		13		22	£270	£225	£180
Speaking With Charts Using Excel	1	16		24		£270	£225	£180
Excel Databases	1		16		23	£270	£225	£180
Maximising Pivot Tables	1	30	19	27	21	£270	£225	£180
Excel Formulas And Functions	1		12		8	£270	£225	£180
Databases								
Access 2007/2010 Introduction	1	8		12		£220	£180	£140
Access 2007/2010 Essentials	2	1 & 2		5 & 6		£440	£360	£280
Access 2007/2010 Fast Track Essentials	1	4	6	4	3	£220	£180	£140
Access 2007/2010 Queries & Reports	1	18		23		£220	£180	£140
Access 2007 Advanced	2	24 & 25		24 & 25		£540	£450	£360
Access 2010 Advanced	2		21 & 22		21 & 22	£540	£450	£360
Access 2007/2010 VBA	3	Group courses available				Please call for details		
Presentations								
PowerPoint 2007/2010 Essentials	1	3	2	4	2	£220	£180	£140
PowerPoint 2007/2010 Advanced	1	29	16	30	29	£220	£180	£140
How To Give A Great Presentation Despite Using PowerPoint	1	15		17		£370	£305	£240
Email								
Outlook 2007 Essentials	1	11		9		£220	£180	£140
Outlook 2007 Advanced	1		14		16	£270	£225	£180
Outlook 2010 Essentials	1	2	1	6	1	£220	£180	£140
Outlook 2010 Advanced	1	15		16		£270	£225	£180
Email Exemplar : Reducing Email Overload	1		9			£370	£305	£240
MOS and MCAS Certification								
Microsoft Business Certifications – Excel 2007	1	11		23		£540	£450	£360
MOS 2003/2007/2010 Exams	½	11		13		£85	£85	£65

	Days	November 11	December 11	January 12	February 12	Standard Price	Public Sector	Charity
Project Management								
Project 2000/2002/2003 Fast Track Essentials	1	11	13	18	10	£270	£225	£180
Project 2000/2002/2003 Essentials	2	7 & 8	7 & 8	5 & 6	6 & 7	£540	£450	£360
Project 2000/2002/2003 Intermediate	1		14		17	£270	£225	£180
Project 2007 Fast Track Essentials	1	14	1	17	23	£270	£225	£180
Project 2007 Essentials	2	2 & 3		12 & 13		£540	£450	£360
Project 2007 Intermediate	1	23		20		£270	£225	£180
Project 2010 Fast Track Essentials	1		9		3	£270	£225	£180
Project 2010 Essentials	2		20 & 21		13 & 14	£540	£450	£360
Project 2010 Intermediate	1		22		27	£270	£225	£180
How To Plan A Project	3		5, 6 & 7		13, 14 & 15	£850	£750	£650

Basic Computing								
Exploring the Internet	1	9		20		£220	£180	£140
Windows XP/Vista/7 Essentials	1	7		3		£220	£180	£140

General Computing								
Visio 2003 Essentials	1	4		10		£270	£225	£180
Visio 2007 Essentials	1		9		20	£270	£225	£180
Crystal Reports 10 Essentials	2	Group courses available				Please call for details		
SharePoint 2007 Essentials	2	Customised group courses available				Please call for details		
SQL Essentials	1	17		19		£270	£225	£180

Web Design And Planning								
HTML Essentials	2		14 & 15		13 & 14	£540	£450	£360
Web Accessibility Issues	1	Group courses available				Please call for details		
Dreamweaver CS3 - All courses	2	Group courses available				Please call for details		
Dreamweaver CS4/CS5 Introduction	1	1		11		£270	£225	£180
Dreamweaver CS4/CS5 New Users	2		6 & 7		9 & 10	£540	£450	£360
WordPress Essentials	1		7	11		£270	£225	£180
Adobe Acrobat 9 Essentials	1	18		16		£270	£225	£180
Creating And Analysing An Online Survey	1		14		16	£270	£225	£180
Effective Use Of Online Free Software: Skype, XXX And Beyond	1		16		21	£270	£225	£180
Google Docs	1		12		15	£270	£225	£180
Google Analytics Essentials	1	28		18		£270	£225	£180
SEO Essentials	1	21		24		£270	£225	£180

Images and Photography								
Illustrator CS3/4 Essentials	2		13 & 14		16 & 17	£540	£450	£360
Photoshop Elements 8 Essentials	1	Group courses available				Please call for details		
Photoshop CS3 Essentials	2	Group courses available				Please call for details		
Photoshop CS4/5 Essentials	2		8 & 9		6 & 7	£540	£450	£360

“A useful course which not only taught how to use the software but raised issues and produced solutions above and beyond just using MS Project”

Ben Stallwood, KLH UK

	Days	November 11	December 11	January 12	February 12	Standard Price	Public Sector	Charity
Desktop Publishing								
Adobe InDesign CS3 Essentials	2	Group courses available				Please call for details		
Adobe InDesign CS4/CS5 Essentials	2		15 & 16		20 & 21	£540	£450	£360
Quark Xpress 7 Essentials	2		5 & 6			£540	£450	£360
Quark Xpress 8 Essentials	2				2 & 3	£540	£450	£360
Publisher 2000/2002/2003 Essentials	1		19		23	£270	£225	£180
Publisher 2007/2010 Essentials	1		14		13	£270	£225	£180

Accounting								
Introduction to Computerised Accounts	1		1		2	£270	£225	£180
Sage Line 50 Essentials	2		8 & 9		13 & 14	£540	£450	£360
QuickBooks Essentials	2		20 & 21		15 & 16	£540	£450	£360

Learn To Touch Type In A Day								
Key Symphony	1	17	6	31	14	£270	£225	£180

Social Media Training In Partnership With Sounddelivery								
Social Media Basics	1	30		19		£300	£250	£195
Social Media Advanced	1		9	27	10	£300	£250	£195
Podcasting	1					£300	£250	£195
Video For The Web	1	8			3	£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	Group courses available				Please call for details		
IITT TPMA Certification Essentials LFT	4	21, 22, 23 & 24		16, 17, 18 & 19		£995	£995	£795
IITT TPMA Trainer Assessment	1	Please ask for details				£250	£250	£225
Train The Trainer Essentials	2		15 & 16		8 & 9	£740	£740	£490

Creating eLearning								
Moodle Quick Start	1		1			£270	£225	£180
Moodle Intermediate	1		8			£270	£225	£180
Rapid eLearning With Articulate	1	17				£270	£225	£180
Rapid eLearning With Free Software	1	24				£270	£225	£180

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

	November 11	December 11	January 12	February 12	Standard Price	Public Sector	Charity
Blackpool							
Access 2003 Essentials		5 & 6		6 & 7	£440	£360	£280
Access 2003 Queries & Reports	8		6		£220	£180	£140
Excel 2003 Essentials	7		4		£220	£180	£140
Excel 2003 Intermediate Level 1		7		14	£220	£180	£140
Excel 2003 Intermediate Level 2		13		20	£220	£180	£140
PowerPoint 2003 Essentials		12		10	£220	£180	£140
PowerPoint 2003 Advanced		9		21	£220	£180	£140
Project 2003 Essentials		19 & 20		28 & 29	£540	£450	£360

All of our Blackpool courses are held at the Blackpool City Learning Centre, Bathurst Avenue, Blackpool, FY3 7RW.

Leeds							
Access 2003 Essentials	7 & 8		9 & 10		£440	£360	£280
Access 2003 Queries & Reports	24		19		£220	£180	£140
Excel 2003 Essentials	2		12		£220	£180	£140
Excel 2003 Intermediate Level 1	9		17		£220	£180	£140
Excel 2003 Intermediate Level 2	14		27		£220	£180	£140
PowerPoint 2003 Essentials	3		13		£220	£180	£140
PowerPoint 2003 Advanced	30		31		£220	£180	£140
Project 2003 Essentials	28 & 29		24 & 25		£540	£450	£360

All of our Leeds courses are held at Regus Leeds, Princes Exchange, Princes Square, Leeds, LS1 4HY.

Manchester							
Access 2003 Essentials	10 & 11		12 & 13		£440	£360	£280
Access 2003 Queries & Reports	10		12		£220	£180	£140
Excel 2003 Essentials		9		9	£220	£180	£140
Excel 2003 Intermediate Level 1		13		21	£220	£180	£140
Excel 2003 Intermediate Level 2		20		27	£220	£180	£140
PowerPoint 2003 Essentials		8		1	£220	£180	£140
PowerPoint 2003 Advanced		22		16	£220	£180	£140
Project 2003 Essentials		1 & 2		23 & 24	£540	£450	£360

All of our Manchester courses are held at Regus Manchester, 82 King Street, Manchester, M2 4WQ.

Newcastle							
Access 2003 Essentials	3 & 4		10 & 11		£440	£360	£280
Access 2003 Queries & Reports	15		20		£220	£180	£140
Excel 2003 Essentials		1		1	£220	£180	£140
Excel 2003 Intermediate Level 1		6		10	£220	£180	£140
Excel 2003 Intermediate level 2		9		20	£220	£180	£140
PowerPoint 2003 Essentials	10		12		£220	£180	£140
PowerPoint 2003 Advanced	24		26		£220	£180	£140
Project 2003 Essentials		19 & 20		16 & 17	£540	£450	£360

All of our Newcastle courses are held at Regus Newcastle Quayside, Rotterdam House, 116 Quayside, Newcastle upon Tyne, NE1 3DY.