

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.

	Days	January 2012	February 2012	March 2012	April 2012	May 2012	June 2012	Standard Price	Public Sector	Charity	
<b>Office 2003 - Courses suitable for users of Microsoft Office 2000, 2002(XP) and 2003</b>											
<b>Word Processing</b>											
Word 2003 Essentials	1	9			17		20	£220	£180	£140	
Word 2003 Intermediate	1	18			19		28	£220	£180	£140	
Word 2003 Advanced	1	31			27		29	£220	£180	£140	
<b>Spreadsheets</b>											
Excel 2003 Essentials	1	12	2, 20	12	11	14	15	£220	£180	£140	
Excel 2003 Intermediate - Level 1	1	5	9, 17	1	17	16	21	£220	£180	£140	
Excel 2003 Intermediate - Level 2	1	25	29	14	20	17	22	£220	£180	£140	
Excel 2003 Advanced	1	26		29		21		£220	£180	£140	
Excel 2003 VBA	3		27, 28 & 29			28, 29 & 30		£810	£675	£540	
Excel 2003 Macro Masterclass	1		20			9		£270	£225	£180	
Speaking With Charts Using Excel	1	24			12			£270	£225	£180	
Excel Databases	1		23		11			£270	£225	£180	
Maximising Pivot Tables	1	27	21			10		£270	£225	£180	
Excel Formulas And Functions	1		8		19			£270	£225	£180	
<b>Databases</b>											
Access 2003 Introduction	1	3		20				£220	£180	£140	
Access 2003 Essentials	2		1 & 2			1 & 2		£440	£360	£280	
Access 2003 Fast Track Essentials	1		8		25		27	£220	£180	£140	
Access 2003 Queries & Reports	1	11				15		£220	£180	£140	
Access 2003 Advanced	2	26 & 27			3 & 4			£540	£450	£360	
Access 2003 VBA	3		Group courses available						Please call for details		
<b>Presentations</b>											
PowerPoint 2003 Essentials	1	19	22			11		£220	£180	£140	
PowerPoint 2003 Advanced	1	27	24			17		£220	£180	£140	
How To Give A Great Presentation Despite Using PowerPoint	1	17			26			£370	£305	£240	
<b>Email</b>											
Outlook 2003 Essentials	1	10		26				£220	£180	£140	
Outlook 2003 Advanced	1		14			24		£270	£225	£180	
Email Exemplar : Reducing Email Overload	1		Group courses and online available						Please call for details		

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

	Days	January 2012	February 2012	March 2012	April 2012	May 2012	June 2012	Standard Price	Public Sector	Charity
<b>Project Management</b>										
Project 2000/2002/2003 Fast Track Essentials	1	18	10			3		£270	£225	£180
Project 2000/2002/2003 Essentials	2	5 & 6	6 & 7		3 & 4			£540	£450	£360
Project 2000/2002/2003 Intermediate	1		17			17		£270	£225	£180
Project 2007 Fast Track Essentials	1	17	23			15		£270	£225	£180
Project 2007 Essentials	2	12 & 13			16 & 17			£540	£450	£360
Project 2007 Intermediate	1	20				22		£270	£225	£180
Project 2010 Fast Track Essentials	1		3		18			£270	£225	£180
Project 2010 Essentials	2		13 & 14			1 & 2		£540	£450	£360
Project 2010 Intermediate	1		27				1	£270	£225	£180
How To Plan A Project	3	Group courses available						Please call for details		

<b>Basic Computing</b>										
Exploring the Internet	1	20					1	£220	£180	£140
Windows XP/Vista/7 Essentials	1	3					13	£220	£180	£140

<b>General Computing</b>										
Visio 2003 Essentials	1	10		5				£270	£225	£180
Visio 2007 Essentials	1		20			4		£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	19					28	£270	£225	£180

<b>Web Design And Planning</b>										
HTML Essentials	2		13 & 14			30 & 31		£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	11		2			8	£270	£225	£180
Dreamweaver CS4/CS5 New Users	2		9 & 10		16 & 17			£540	£450	£360
WordPress Essentials	1	11		23				£270	£225	£180
Adobe Acrobat 9 Essentials	1	16				18		£270	£225	£180
Creating And Analysing An Online Survey	1		16					£270	£225	£180
Effective Use Of Online Free Software: Skype, XXX And Beyond	1		21					£270	£225	£180
Google Docs	1		15		27			£270	£225	£180
Google Analytics Essentials	1	18						£270	£225	£180
SEO Essentials	1	24				21		£270	£225	£180

<b>Images and Photography</b>										
Illustrator CS3/4 Essentials	2		16 & 17			3 & 4		£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		6 & 7		18 & 19			£540	£450	£360

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<b>Desktop Publishing</b>											
Adobe InDesign CS3 Essentials	2	Group courses available						Please call for details			
Adobe InDesign CS4/CS5 Essentials	2		20 & 21				18 & 19	£540	£450	£360	
Quark Xpress 7 Essentials	2			8 & 9				£540	£450	£360	
Quark Xpress 8 Essentials	2		2 & 3				25 & 26	£540	£450	£360	
Publisher 2000/2002/2003 Essentials	1		23		5			£270	£225	£180	
Publisher 2007/2010 Essentials	1		13		13			£270	£225	£180	

<b>Accounting</b>										
Introduction to Computerised Accounts	1		2			8		£270	£225	£180
Sage Line 50 Essentials	2		13 & 14		12 & 13			£540	£450	£360
QuickBooks Essentials	2		15 & 16				6 & 7	£540	£450	£360

<b>Learn To Touch Type In A Day</b>										
Key Symphony	1	31	14		10		19	£270	£225	£180

<b>Social Media Training In Partnership With Sounddelivery</b>											
Social Media Basics	1	19						£300	£250	£195	
Social Media Advanced	1							£300	£250	£195	
Podcasting	1							£300	£250	£195	
Video For The Web	1							£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			

<b>Trainer Certification and Training</b>											
IITT TPMA Certification Conversion LFT	3	Please ask for details						Please call for details			
IITT TPMA Certification Essentials LFT	4	16,17,18&19		5, 6, 7 & 8		28,29,30&31		£995	£995	£795	
IITT TPMA Trainer Assessment	1	Please ask for details						£250	£250	£225	
Train The Trainer Essentials	2		8 & 9		12 & 13		20 & 21	£740	£740	£490	

<b>Creating eLearning</b>											
Moodle Quick Start	1	Please ask for details						Please call for details			
Moodle Intermediate	1	Please ask for details						Please call for details			
Rapid eLearning With Articulate	1	Please ask for details						Please call for details			
Rapid eLearning With Free Software	1	Please ask for details						Please call for details			

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

	January 2012	February 2012	March 2012	April 2012	May 2012	June 2012	Standard Price	Public Sector	Charity
<b>Blackpool</b>									
Access 2003 Essentials		6 & 7			14 & 15		£440	£360	£280
Access 2003 Queries & Reports					24		£220	£180	£140
Excel 2003 Essentials	4			10			£220	£180	£140
Excel 2003 Intermediate Level 1		14			10		£220	£180	£140
Excel 2003 Intermediate Level 2		20			31		£220	£180	£140
PowerPoint 2003 Essentials		10			3		£220	£180	£140
Project 2003 Essentials		28 & 29			28 & 29		£540	£450	£360

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

<b>Leeds</b>									
Access 2003 Essentials	9 & 10			2 & 3			£440	£360	£280
Access 2003 Queries & Reports	19			12			£220	£180	£140
Excel 2003 Essentials	12			13			£220	£180	£140
Excel 2003 Intermediate Level 1	17			17			£220	£180	£140
Excel 2003 Intermediate Level 2	27			20			£220	£180	£140
PowerPoint 2003 Essentials	13			23			£220	£180	£140
Project 2003 Essentials	24 & 25			26 & 27			£540	£450	£360

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

<b>Manchester</b>									
Access 2003 Essentials	12 & 13				7 & 8		£440	£360	£280
Access 2003 Queries & Reports	12				25		£220	£180	£140
Excel 2003 Essentials		9			1		£220	£180	£140
Excel 2003 Intermediate Level 1		21			8		£220	£180	£140
Excel 2003 Intermediate Level 2		27			11		£220	£180	£140
PowerPoint 2003 Essentials		1			17		£220	£180	£140
Project 2003 Essentials		23 & 24			21 & 22		£540	£450	£360

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

<b>Newcastle</b>									
Access 2003 Essentials	10 & 11			12 & 13			£440	£360	£280
Access 2003 Queries & Reports	20			19			£220	£180	£140
Excel 2003 Essentials		1			3		£220	£180	£140
Excel 2003 Intermediate Level 1		10			10		£220	£180	£140
Excel 2003 Intermediate level 2		20			17		£220	£180	£140
PowerPoint 2003 Essentials	12			26			£220	£180	£140
Project 2003 Essentials		16 & 17			24 & 25		£540	£450	£360

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