

Microsoft Office Training Public Class Schedules - Year 2018

View Class Schedules by Categories Below

1. [Microsoft Word](#)
2. [Microsoft Excel](#)
3. [Microsoft PowerPoint](#)
4. [Microsoft Access](#)
5. [Other Microsoft Office Courses](#)

Microsoft Word Public Class Schedules

| Code | Course Title | Duration | Days | JAN 2018 | FEB 2018 | MAR 2018 | APR 2018 | MAY 2018 | JUNE 2018 | JUL 2018 | AUG 2018 | SEPT 2018 | OCT 2018 | NOV 2018 | DEC 2018 |
|--------------|--|---------------|------|----------|--------------|----------|----------|----------|-----------|----------|------------|-----------|----------|----------|----------|
| | Microsoft Office Specialist (MOS) Word 2016 Core | 8.30am-5.30pm | 3 | 2-4 | | | 2-4 | | | 4-6 | | | 3-5 | | |
| | Microsoft Office Specialist (MOS) Word 2016 Expert | 8.30am-5.30pm | 3 | | 26-28 | | | 2-4 | | | 21, 23, 24 | | | 12-14 | |
| MW13 | Microsoft Office Specialist (MOS) Word 2013 Core | 8.30am-5.30pm | 3 | 3-5 | | 26-28 | | 2-4 | | 4-6 | | 26-28 | | 28-30 | |
| MW13E | Microsoft Office Specialist (MOS) Word 2013 Expert | 8.30am-5.30pm | 3 | | 31 Jan-2 Feb | | 4-6 | | 6-8 | | 6-8 | | 3-5 | | 3-5 |
| MW10 | Microsoft Office Specialist (MOS) Word 2010 Core | 8.30am-5.30pm | 3 | 10-12 | | | 9-11 | | | 11-13 | | | 15-17 | | |
| MW10E | Microsoft Office Specialist (MOS) Word 2010 Expert | 8.30am-5.30pm | 3 | | 7-9 | | | 7-9 | | 2-4 | | 3-5 | | 7-9 | |

| Code | Course Title | Duration | Days | JAN 2018 | FEB 2018 | MAR 2018 | APR 2018 | MAY 2018 | JUNE 2018 | JUL 2018 | AUG 2018 | SEPT 2018 | OCT 2018 | NOV 2018 | DEC 2018 |
|------|-------------------|---------------|------|----------|----------|----------|----------|----------|-----------|----------|----------|-----------|----------|----------|----------|
| W161 | Word 2016 Level 1 | 9.30am-5.30pm | 1 | 22 | | 27 | | 23 | | 25 | | 26 | | 21 | |
| W162 | Word 2016 Level 2 | 9.30am-5.30pm | 1 | 23 | | 28 | | 24 | | 26 | | 27 | | 22 | |
| W163 | Word 2016 Level 3 | 9.30am-5.30pm | 1 | 24 | | 29 | | 25 | | 27 | | 28 | | 23 | |
| W131 | Word 2013 Level 1 | 9.30am-5.30pm | 1 | | 21 | | 25 | | 20 | | 21 | | 24 | | 19 |
| W132 | Word 2013 Level 2 | 9.30am-5.30pm | 1 | | 22 | | 26 | | 21 | | 23 | | 25 | | 20 |
| W133 | Word 2013 Level 3 | 9.30am-5.30pm | 1 | | 23 | | 27 | | 22 | | 24 | | 26 | | 21 |
| W101 | Word 2010 Level 1 | 9.30am-5.30pm | 1 | 22 | | | 18 | | | 18 | | | 17 | | |
| W102 | Word 2010 Level 2 | 9.30am-5.30pm | 1 | 23 | | | 19 | | | 19 | | | 18 | | |
| W103 | Word 2010 Level 3 | 9.30am-5.30pm | 1 | 24 | | | 20 | | | 20 | | | 19 | | |

Microsoft Excel Public Class Schedules

| Code | Course Title | Duration | Days | JAN 2018 | FEB 2018 | MAR 2018 | APR 2018 | MAY 2018 | JUNE 2018 | JUL 2018 | AUG 2018 | SEPT 2018 | OCT 2018 | NOV 2018 | DEC 2018 |
|--------------|---|---------------|------|----------|----------|----------|----------|----------|-----------|----------|------------|-----------|----------|----------|----------|
| | Microsoft Office Specialist (MOS) Excel 2016 – Core | 8.30am-5.30pm | 3 | 2-4 | | 26-28 | | | 11-13 | | | 12-14 | | | 12-14 |
| | Microsoft Office Specialist (MOS) Excel 2016 Expert | 8.30am-5.30pm | 3 | 10-12 | | | 23-25 | | | 18-20 | | | 17-19 | | |
| ME13 | Microsoft Office Specialist (MOS) Excel 2013 – Core | 8.30am-5.30pm | 3 | 8-10 | | 7-9 | | 16-18 | | 11-13 | | 5-7 | | 7-9 | |
| ME13E | Microsoft Office Specialist (MOS) Excel 2013 Expert | 8.30am-5.30pm | 3 | | 21-23 | | 18-20 | | 11-13 | | 15-17 | | 24-26 | | 12-14 |
| ME10 | Microsoft Office Specialist (MOS) Excel 2010 - Core | 8.30am-5.30pm | 3 | 15-17 | | 14-16 | | 23-25 | | 16-18 | | 19-21 | | 14-16 | |
| ME10E | Microsoft Office Specialist (MOS) Excel 2010 Expert | 8.30am-5.30pm | 3 | | 12-14 | | 11-13 | | 20-22 | | 20, 21, 23 | | 8-10 | | 19-21 |

| Code | Course Title | Duration | Days | JAN 2018 | FEB 2018 | MAR 2018 | APR 2018 | MAY 2018 | JUNE 2018 | JUL 2018 | AUG 2018 | SEPT 2018 | OCT 2018 | NOV 2018 | DEC 2018 |
|------|--------------------|---------------|------|----------|----------|----------|----------|----------|-----------|----------|----------|-----------|----------|----------|----------|
| E161 | Excel 2016 Level 1 | 9.30am-5.30pm | 1 | 17 | 12 | 12 | 16 | 14 | 12 | 11 | 6 | 12 | 10 | 12 | 10 |
| E162 | Excel 2016 Level 2 | 9.30am-5.30pm | 1 | 18 | 13 | 13 | 17 | 15 | 13 | 12 | 7 | 13 | 11 | 13 | 11 |
| E163 | Excel 2016 Level 3 | 9.30am-5.30pm | 1 | 19 | 14 | 14 | 18 | 16 | 14 | 13 | 8 | 14 | 12 | 14 | 12 |
| E164 | Excel 2016 VBA | 9.30am-5.30pm | 3 | 22-24 | | 21-23 | | 23-25 | | 23-25 | | 24-26 | | 21-23 | |
| E131 | Excel 2013 Level 1 | 9.30am-5.30pm | 1 | 10 | 19 | 19 | 23 | 21 | 18 | 18 | 21 | 19 | 22 | 19 | 17 |
| E132 | Excel 2013 Level 2 | 9.30am-5.30pm | 1 | 11 | 20 | 20 | 24 | 22 | 19 | 19 | 23 | 20 | 23 | 20 | 18 |
| E133 | Excel 2013 Level 3 | 9.30am-5.30pm | 1 | 12 | 21 | 21 | 25 | 23 | 20 | 20 | 24 | 21 | 24 | 21 | 19 |
| E134 | Excel 2013 VBA | 9.30am-5.30pm | 3 | | 21-23 | | 18-20 | | 20-22 | | 27-29 | | 24-26 | | 19-21 |
| E101 | Excel 2010 Level 1 | 9.30am-5.30pm | 1 | | 7 | | 9 | | 6 | | 1 | | 3 | | 3 |
| E102 | Excel 2010 Level 2 | 9.30am-5.30pm | 1 | | 8 | | 10 | | 7 | | 2 | | 4 | | 4 |
| E103 | Excel 2010 Level 3 | 9.30am-5.30pm | 1 | | 9 | | 11 | | 8 | | 3 | | 5 | | 5 |
| E104 | Excel 2010 VBA | 9.30am-5.30pm | 3 | | 12-14 | | | 16-18 | | | 6-8 | | | 7-9 | |

Microsoft PowerPoint Public Class Schedules

| Code | Course Title | Duration | Days | JAN 2018 | FEB 2018 | MAR 2018 | APR 2018 | MAY 2018 | JUNE 2018 | JUL 2018 | AUG 2018 | SEPT 2018 | OCT 2018 | NOV 2018 | DEC 2018 |
|-------------|---|---------------|------|----------|--------------|----------|----------|----------|-----------|----------|----------|-----------|----------|--------------|----------|
| | Microsoft Office Specialist (MOS) PowerPoint 2016 | 8.30am-5.30pm | 3 | | 31 Jan-2 Feb | | | 7-9 | | | 1-3 | | | 31 Oct-2 Nov | |
| MP13 | Microsoft Office Specialist (MOS) PowerPoint 2013 | 8.30am-5.30pm | 3 | | 19-21 | | 23-25 | | 27-29 | | 27-29 | | 24-26 | | 3-5 |
| MP10 | Microsoft Office Specialist (MOS) PowerPoint 2010 | 8.30am-5.30pm | 3 | 22-24 | | 26-28 | | 2-4 | | 23-25 | | 24-26 | | 26-28 | |

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|------|-------------------------|---------------|------|----------|----------|----------|----------|----------|-----------|----------|----------|-----------|----------|----------|----------|
| P161 | PowerPoint 2016 Level 1 | 9.30am-5.30pm | 1 | 8 | | 5 | | 3 | | 2 | | 3 | | 8 | |
| P162 | PowerPoint 2016 Level 2 | 9.30am-5.30pm | 1 | 9 | | 6 | | 4 | | 3 | | 4 | | 9 | |
| P131 | PowerPoint 2013 Level 1 | 9.30am-5.30pm | 1 | | 12 | | 5 | | 11 | | 6 | | 4 | | 27 |
| P132 | PowerPoint 2013 Level 2 | 9.30am-5.30pm | 1 | | 13 | | 6 | | 12 | | 7 | | 5 | | 28 |
| P101 | PowerPoint 2010 Level 1 | 9.30am-5.30pm | 1 | 4 | | | 2 | | | 2 | | | 1 | | |
| P102 | PowerPoint 2010 Level 2 | 9.30am-5.30pm | 1 | 5 | | | 3 | | | 3 | | | 2 | | |

Microsoft Access Public Class Schedules

| Code | Course Title | Duration | Days | JAN 2018 | FEB 2018 | MAR 2018 | APR 2018 | MAY 2018 | JUNE 2018 | JUL 2018 | AUG 2018 | SEPT 2018 | OCT 2018 | NOV 2018 | DEC 2018 |
|------|---------------------|---------------|------|----------|----------|----------|----------|----------|-----------|----------|----------|-----------|----------|----------|----------|
| | Access 2016 Level 1 | 9.30am-5.30pm | 2 | 8-9 | | | 9-10 | | | 10-11 | | | 8-9 | | |
| | Access 2016 Level 2 | 9.30am-5.30pm | 2 | 10-11 | | | 11-12 | | | 12-13 | | | 10-11 | | |
| | Access 2013 Level 1 | 9.30am-5.30pm | 2 | | 12-13 | | | 3-4 | | | 2-3 | | | 1-2 | |
| | Access 2013 Level 1 | 9.30am-5.30pm | 2 | | 14-15 | | | 10-11 | | | 6-7 | | | 8-9 | |

Other Microsoft Office Courses Public Class Schedules

The following Microsoft Office Courses are available upon request:

1. Microsoft Outlook
2. Microsoft OneNote
3. Microsoft SharePoint Designer
4. Microsoft Visio

Any other Application Courses that not stated above are available upon request.