

Microsoft Office Skills Training Public Class Schedules - Year 2021

Website : <https://newhorizons.com.sg/> | Call 6822 8282 | Email info@newhorizons.com.sg

View Class Schedules by Categories

1. Microsoft Excel
2. Microsoft Word
3. Microsoft PowerPoint
4. Microsoft Access | Outlook | Visio | OneNote
5. Other Microsoft Office Applications

Microsoft Excel Public Class Schedules - Year 2021

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	Course Title	Time	Days	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	Excel 2016 – Level 1	930am-530pm	1	11	17	15	14	17	16	14	16	13	13	15	8
	Excel 2016 – Level 2	930am-530pm	1	12	18	16	15	18	17	15	17	14	14	16	9
	Excel 2016 – Level 3	930am-530pm	1	13	19	17	16	19	18	16	18	15	15	17	10
	Excel 2016 VBA	930am-530pm	3		8-10		19-21		9-11		11-13		18-20		20-22
	Excel 2019 – Level 1	930am-530pm	1	6		10		5		21		8		10	
	Excel 2019 – Level 2	930am-530pm	1	7		11		6		22		9		11	
	Excel 2019 – Level 3	930am-530pm	1	8		12		7		23		10		12	

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	Course Title	Time	Days	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
ICDL	ICDL - Perform Spreadsheet Functions (Microsoft Excel 2016)	830am-530pm	2	18-19		8-9		24-25		22-23		23-24		25-26	
	ICDL - Perform Advanced Spreadsheet Functions (Microsoft Excel 2016)	830am-530pm	3		8-10		21-23		21-23		11-13		20-22		27-29
MOS	MOS Excel Core – 2016 / 2019			Available Upon Adhoc Request											
	MOS Excel Expert - 2016 / 2019			Available Upon Adhoc Request											
	Excel Dashboard 2016	930am-530pm	2	Available Upon Adhoc Request											

Microsoft Word Public Class Schedules - Year 2021

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	Course Title	Time	Days	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	Word 2016 – Level 1	930am-530pm	1	20		22		10		7		20		22	
	Word 2016 – Level 2	930am-530pm	1	21		23		11		8		21		23	
	Word 2016 – Level 3	930am-530pm	1	22		24		12		9		22		24	
	Word 2019 – Level 1	930am-530pm	1		1		5	31			2		4		20
	Word 2019 – Level 2	930am-530pm	1		2		6		1		3		5		21
	Word 2019 – Level 3	930am-530pm	1		3		7		2		4		6		22
	MOS Word Core 2016 / 2019			Available Upon Adhoc Request											
	MOS Word Expert 2016 / 2019			Available Upon Adhoc Request											

Microsoft PowerPoint Public Class Schedules - Year 2021

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	Course Title	Time	Days	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	PowerPoint 2016 – Level 1	930am-530pm	1	14		18		20		12		16		18	
	PowerPoint 2016 – Level 2	930am-530pm	1	15		19		21		13		17		19	
	PowerPoint 2019 – Level 1	930am-530pm	1		15		12		14		19		11		6
	PowerPoint 2019 – Level 2	930am-530pm	1		16		13		15		20		12		7
	MOS PowerPoint 2016 / 2019			Available Upon Adhoc Request											

Microsoft Access | Outlook | Visio Public Class Schedules - Year 2021

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	Course Title	Time	Days	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	Access 2016 – Level 1	930am-530pm	2	25-26			26-27			27-28			26-27		
	Access 2016 – Level 2	930am-530pm	2	27-28			28-29			29-30			28-29		
	Outlook 2016 – Level 1	930am-530pm	1	4		31				1		30			
	Outlook 2016 – Level 2	930am-530pm	1	5			1			2			1		
	Visio 2016 – Level 1	930am-530pm	1		4		8		3		5		7		23
	Visio 2016 – Level 2	930am-530pm	1		5		9		4		6		8		24

Other Microsoft Office Applications Public Class Schedules - Year 2021

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Any other Microsoft Office Application Courses (or versions) not stated above may be available upon adhoc request.