

Microsoft Office Skills Training Public Class Schedules - Year 2022

Website : <https://www.itel.com.sg/> | Call 6822 8282 | Email : info@itel.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 2022

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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	19	16	16	18	18	15	13	17	14	12	16	14
	Excel 2016 – Level 2	930am-530pm	1	20	17	17	19	19	16	14	18	15	13	17	15
	Excel 2016 – Level 3	930am-530pm	1	21	18	18	20	20	17	15	19	16	14	18	16
	Excel 2016 VBA	930am-530pm	3		7-9		6-8		6-8		10-12		10-12		7-9
	Excel 2019 – Level 1	930am-530pm	1	10	9	9	11	9	8	18	10	19	17	21	19
	Excel 2019 – Level 2	930am-530pm	1	11	10	10	12	10	9	19	11	20	18	22	20
	Excel 2019 – Level 3	930am-530pm	1	12	11	11	13	11	10	20	12	21	19	23	21

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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	13-14		7-8		12-13		21-22		22-23		24-25	
	ICDL - Perform Advanced Spreadsheet Functions (Microsoft Excel 2016)	830am-530pm	3		21-23		25-27		20-22		22-24		31 Oct - 2 Nov		7-9
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 2022

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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	3		2		4				5		2	
	Word 2016 – Level 2	930am-530pm	1	4		3		5				6		3	
	Word 2016 – Level 3	930am-530pm	1	5		4		6				7		4	
	Word 2019 – Level 1	930am-530pm	1		23		25		27		29		25		21
	Word 2019 – Level 2	930am-530pm	1		24		26		28		30		26		22
	Word 2019 – Level 3	930am-530pm	1		25		27		29		31		27		23
	MOS Word Core 2016 / 2019			Available Upon Adhoc Request											
	MOS Word Expert 2016 / 2019			Available Upon Adhoc Request											

Microsoft PowerPoint Public Class Schedules - Year 2022

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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	17		14				5		12		14	
	PowerPoint 2016 – Level 2	930am-530pm	1	18		15		17		6		13		15	
	PowerPoint 2019 – Level 1	930am-530pm	1		14		21		13		15		10		12
	PowerPoint 2019 – Level 2	930am-530pm	1		15		22		14		16		11		13
	MOS PowerPoint 2016 / 2019			Available Upon Adhoc Request											

Microsoft Access | Outlook | Visio Public Class Schedules - Year 2022

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	Access 2016 – Level 1 / Access 2019 – Level 1	930am- 530pm	2	Available Upon Adhoc Request											
	Access 2016 – Level 2 / Access 2019 – Level 2	930am- 530pm	2	Available Upon Adhoc Request											
	Outlook 2016 – Level 1 / Outlook 2019 – Level 1	930am- 530pm	1	Available Upon Adhoc Request											
	Outlook 2016 – Level 2 / Outlook 2019 – Level 2	930am- 530pm	1	Available Upon Adhoc Request											
	Visio 2016 – Level 1	930am- 530pm	1		21		28		30		11		27		29
	Visio 2016 – Level 2	930am- 530pm	1		22		29			1	12		28		30

Other Microsoft Office Applications Public Class Schedules - Year 2022

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