

# Microsoft Office Skills Training Public Class Schedules - Year 2023

Website : <https://www.itel.com.sg/> | Call 6822 8282 | Email : [info@itel.com.sg](mailto: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 2023

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	Course Title	Time	Days	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	Excel 2019 – Level 1	930am-530pm	1	11	20	13	19	15	12	12	14	13	16	15	13
	Excel 2019 – Level 2	930am-530pm	1	12	21	14	20	16	13	13	15	14	17	16	14
	Excel 2019 – Level 3	930am-530pm	1	13	22	15	21	17	14	14	16	15	18	17	15
	MOS Excel 2019			Available Upon Adhoc Request											

	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	Available Upon Adhoc Request											
	ICDL - Perform Advanced Spreadsheet Functions (Microsoft Excel 2016)	830am-530pm	3		15 - 17		10 - 12		21 - 23		2 - 4		9 - 11		18 - 20

# Microsoft Word Public Class Schedules - Year 2023

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	Course Title	Time	Days	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	Word 2019 – Level 1	930am-530pm	1	16		22		10		24		18		6	
	Word 2019 – Level 2	930am-530pm	1	17		23		11		25		19		7	
	Word 2019 – Level 3	930am-530pm	1	18		24		12		26		20		8	
	MOS Word 2019			Available Upon Adhoc Request											

# Microsoft PowerPoint Public Class Schedules - Year 2023

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	Course Title	Time	Days	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	PowerPoint 2019 – Level 1	930am-530pm	1		6		5		26		24		26		4
	PowerPoint 2019 – Level 2	930am-530pm	1		7		6		27		25		27		5
	MOS PowerPoint 2019			Available Upon Adhoc Request											

# Microsoft Access | Outlook | Visio Public Class Schedules - Year 2023

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	Course Title	Time	Days	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	Access 2019 – Level 1	930am-530pm	2	Available Upon Adhoc Request											
	Access 2019 – Level 2	930am-530pm	2	Available Upon Adhoc Request											
	Outlook 2019 – Level 1	930am-530pm	1	Available Upon Adhoc Request											
	Outlook 2019 – Level 2	930am-530pm	1	Available Upon Adhoc Request											