



## July – Dec 2010 Schedule Microsoft Applications



Learning Solutions

Code Course	Days	Fees (RM)	JUL	AUG	SEP	OCT	NOV	DEC
<b>Microsoft Office Productivity Series</b>								
Microsoft Office 2007 – Migration	1	500	1	2	16	1	26	6
Data Extractions and Analysis (Microsoft Excel)	1	500	2	6	23	4	29	24
Increase Productivity by Maximising Mail Merge (Microsoft Word 2007)	½	150	16 (AM)	13 (AM)	30 (AM)	8 (AM)	16 (AM)	10 (AM)
Automating Table of Contents and References with Styles (Microsoft Word 2007)	½	150	16 (PM)	13 (PM)	30 (PM)	8 (PM)	16 (PM)	10 (PM)
Financial Analysis with Microsoft Excel 2007	1	500	1	20	9	15	15	17
Microsoft Outlook 2007 – Tips & Tricks	1	500	2	30	17	15	30	17
Improve Forecasting & Trend Analysis to Maximise Profit (Microsoft Excel 2003)	1	500	23	27	17	22	19	21
Effective Utilization of Business Contacts, Leads & Opportunities (Microsoft Business Contact Manager 2007)	1	799	23	30	24	29	29	27
Windows Housekeeping 101	1	500	AVAILABLE UPON REQUEST					
Microsoft Windows Vista Bootcamp: Empowering Professionals on Windows Vista	1	500	30	30	24	1	12	
<b>Microsoft Office 2007 System</b>								
Microsoft Word 2007 – Foundation	1	269	5	2	6	4	1	13
Microsoft Word 2007 – Intermediate	1	279	6	3	7	5	2	14
Microsoft Word 2007 – Advanced	1	289	7	4	8	6	3	15
Microsoft Word 2007 – Expert	1	299	8	5	9	7	4	16
Microsoft Excel 2007 – Foundation	1	269	12	9	13	11	8	20
Microsoft Excel 2007 – Intermediate	1	279	13	10	14	12	9	21
Microsoft Excel 2007 – Advanced	1	289	14	11	15	13	10	22
Microsoft Excel 2007 – Expert	1	299	15	12	16	14	11	23
Microsoft PowerPoint 2007 – Foundation	1	269	19	16	20	18	22	27
Microsoft PowerPoint 2007 – Intermediate	1	279	20	17	21	19	23	28
Microsoft PowerPoint 2007 – Advanced	1	289	21	18	22	20	24	29

Terms ● Schedules stated are tentative, subject to minimum 6 pax and maximum of 20 pax ● Schedules may change, and only registered participants for affected schedule will be informed ● Please contact us for verification on availability of seats/schedule.

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<b>Microsoft Office 2007 System – cont.</b>								
Microsoft PowerPoint 2007 – Expert	1	299	22	19	23	21	25	30
Microsoft Outlook 2007 – Foundation	1	269	26	23	27	25	1	6
Microsoft Outlook 2007 – Intermediate	1	279	27	24	28	26	2	8
Microsoft Outlook 2007 – Advanced	1	289	28	25	29	27	3	9
Microsoft Outlook 2007 - Expert	1	299	29	26	-	28	4	10
Microsoft Access 2007 – Foundation	1	399	5	2	1	4	8	13
Microsoft Access 2007 – Intermediate	2	699	6-7	3-4	2-3	5-6	9-10	14-15
Microsoft Access 2007 – Advanced	1	499	8	5	-	7	11	16
Microsoft Access 2007 – Expert	1	599	9	6	-	8	12	17
Microsoft SharePoint Designer 2007 - Foundation	1	499	AVAILABLE UPON REQUEST					
Microsoft SharePoint Designer 2007 - Intermediate	1	599						
Microsoft SharePoint Designer 2007 - Advanced	1	699						
Microsoft SharePoint Designer 2007 - Expert	1	799						
Microsoft Project 2007 – Foundation	1	599	12	9	6	11	22	20
Microsoft Project 2007 – Intermediate	2	999	13-14	10-11	7-8	12-13	23-24	21-22
Microsoft Project 2007 – Advanced	1	799	15	12	-	14	25	23
Microsoft Project 2007 – Expert	1	999	16	13	-	15	26	24
Microsoft Publisher 2007 – Foundation	1	499	AVAILABE UPON REQUEST					
Microsoft Publisher 2007 – Intermediate	1	599						
Microsoft Publisher 2007 – Advanced	1	699						
Microsoft Publisher 2007 – Expert	1	799						
Microsoft InfoPath 2007 - Foundation	1	499						

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<b>Microsoft Office 2007 System – cont.</b>								
Microsoft InfoPath 2007 – Intermediate	1	599	AVAILABLE UPON REQUEST					
Microsoft InfoPath 2007 – Advanced	1	699						
Microsoft InfoPath 2007 - Expert	1	799						
Microsoft OneNote 2007 - Complete	1	699						
Microsoft Business Contact Manager - Complete	1	799						
Microsoft Visio 2007 - Complete	1	799						
<b>Microsoft Office 2003</b>								
Microsoft Word 2003 – Foundation	1	219	19	24	1	12	8	1
Microsoft Word 2003 – Intermediate	1	229	20	25	2	13	9	2
Microsoft Word 2003 – Advanced	1	239	21	26	3	14	10	3
Microsoft Excel 2003 – Foundation	1	219	26	10	13	27	15	6
Microsoft Excel 2003 – Intermediate	1	229	27	11	14	28	18	8
Microsoft Excel 2003 – Advanced	1	239	28	12	15	29	19	9
Microsoft PowerPoint 2003 – Foundation	1	219	13	23	1	18	22	1
Microsoft PowerPoint 2003 – Intermediate	1	229	14	24	2	19	23	2
Microsoft PowerPoint 2003 – Advanced	1	239	15	25	3	20	24	3
Microsoft Outlook 2003 – Foundation	1	219	AVAILABLE UPON REQUEST					
Microsoft Outlook 2003 – Intermediate	1	229						
Microsoft Outlook 2003 – Advanced	1	239						
Microsoft Access 2003 – Foundation	1	239	20	17	20	25	30	-
Microsoft Access 2003 – Intermediate	2	500	21-22	18-19	21-22	26-27	-	28-29
Microsoft Access 2003 – Advanced	1	259	23	20	23	28	-	30

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<b>Microsoft Office 2003 – cont.</b>								
Microsoft FrontPage 2003 – Foundation	1	300	AVAILABLE UPON REQUEST					
Microsoft FrontPage 2003 – Intermediate	1	350						
Microsoft Project 2003 – Foundation	1	500	7	16	13	5	1	22
Microsoft Project 2003 – Intermediate	1	550	8	17	14	6	2	23
Microsoft Project 2003 – Advanced	1	600	9	18	15	7	3	24
Microsoft Publisher 2003 – Foundation	1	350	AVAILABLE UPON REQUEST					
<b>Windows Vista</b>								
Windows Vista - Foundation	1	269	27	3	27	19	18	-
Windows Vista – Intermediate	1	279	28	4	28	20	-	15
Windows Vista – Advanced	1	289	29	5	29	21	-	16
Windows Vista – Expert	1	299	30	6	-	22	-	17

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