

# Microsoft Office 365 Basic and Intermediate

# 微软办公室配套

| Subject              | Start Date | End Date   | Time                 | Day         | No. of Lesson | Course Fees (M/NM)         |
|----------------------|------------|------------|----------------------|-------------|---------------|----------------------------|
| Skillsfuture@PA      |            |            |                      |             |               |                            |
| Microsoft Word       | 29 Mar 26  | 05 Apr 26  | 10am-5pm<br>10am-1pm | Sun         | 1.5 Days      | \$120.00 / \$130.00        |
| Microsoft Word       | 07 Apr 26  | 09 Apr 26  | 10am-5pm<br>10am-1pm | Tue & Thurs | 1.5 Days      | \$120.00 / \$130.00        |
| Microsoft Word       | 13 Apr 26  | 20 Apr 26  | 7-10pm               | Mon & Wed   | 3             | \$120.00 / \$130.00        |
| Microsoft Word       | 05 May 26  | 07 May 26  | 10am-5pm<br>10am-1pm | Tue & Thurs | 1.5 Days      | \$120.00 / \$130.00        |
| Microsoft Word       | 07 June 26 | 14 June 26 | 2-5pm<br>10am-5pm    | Sun         | 1.5 Days      | \$120.00 / \$130.00        |
| Microsoft Excel      | 05 Apr 26  | 12 Apr 26  | 2-5pm<br>10am-5pm    | Sun         | 1.5 Days      | \$120.00 / \$130.00        |
| Microsoft Excel      | 09 Apr 26  | 14 Apr 26  | 2-5pm<br>10am-5pm    | Thurs & Tue | 1.5 Days      | \$120.00 / \$130.00        |
| Microsoft Excel      | 22 Apr 26  | 29 Apr 26  | 7-10pm               | Wed & Mon   | 3             | \$120.00 / \$130.00        |
| Microsoft Excel      | 07 May 26  | 12 May 26  | 2-5pm<br>10am-5pm    | Thurs & Tue | 1.5 Days      | \$120.00 / \$130.00        |
| Microsoft PowerPoint | 11 Mar 26  | 16 Mar 26  | 10am-5pm<br>10am-1pm | Wed & Mon   | 1.5 Days      | \$120.00 / \$130.00        |
| Microsoft PowerPoint | 17 Mar 26  | 24 Mar 26  | 7-10pm               | Tue & Thurs | 3             | \$120.00 / \$130.00        |
| Microsoft PowerPoint | 16 Apr 26  | 21 Apr 26  | 10am-5pm<br>10am-1pm | Thurs & Tue | 1.5 Days      | \$120.00 / \$130.00        |
| Microsoft PowerPoint | 19 Apr 26  | 26 Apr 26  | 10am-5pm<br>10am-1pm | Sun         | 1.5 Days      | \$120.00 / \$130.00        |
| Microsoft PowerPoint | 04 May 26  | 11 May 26  | 7-10pm               | Mon & Wed   | 3             | \$120.00 / \$130.00        |
| Microsoft PowerPoint | 14 May 26  | 19 May 26  | 10am-5pm<br>10am-1pm | Thurs & Tue | 1.5 Days      | \$120.00 / \$130.00        |
| Microsoft Access     | 16 Mar 26  | 18 Mar 26  | 2-5pm<br>10am-5pm    | Mon & Wed   | 1.5 Days      | \$120.00 / \$130.00        |
| Microsoft Access     | 26 Mar 26  | 02 Apr 26  | 7-10pm               | Thurs & Tue | 3             | \$120.00 / \$130.00        |
| Microsoft Access     | 21 Apr 26  | 23 Apr 26  | 2-5pm<br>10am-5pm    | Tue & Thurs | 1.5 Days      | \$120.00 / \$130.00        |
| Microsoft Access     | 26 Apr 26  | 03 May 26  | 2-5pm<br>10am-5pm    | Sun         | 1.5 Days      | \$120.00 / \$130.00        |
| Microsoft Access     | 13 May 26  | 20 May 26  | 7-10pm               | Wed & Mon   | 3             | \$120.00 / \$130.00        |
| Microsoft Access     | 19 May 26  | 21 May 26  | 2-5pm<br>10am-5pm    | Tue & Thurs | 1.5 Days      | \$120.00 / \$130.00        |
| Microsoft Office     | 29 Mar 26  | 03 May 26  | 10am-5pm             | Sun         | 6 Days        | <b>\$380.00 / \$390.00</b> |
| Microsoft Office     | 07 Apr 26  | 23 Apr 26  | 10am-5pm             | Tue & Thurs | 6 Days        | <b>\$380.00 / \$390.00</b> |
| Microsoft Office     | 13 Apr 26  | 20 May 26  | 7-10pm               | Mon & Wed   | 12            | <b>\$380.00 / \$390.00</b> |
| Microsoft Office     | 05 May 26  | 21 May 26  | 10am-5pm             | Tue & Thurs | 6 Days        | <b>\$380.00 / \$390.00</b> |
| Microsoft Office     | 07 June 26 | 12 July 26 | 10am-5pm             | Sun         | 6 Days        | <b>\$380.00 / \$390.00</b> |

## Skillsfuture@PA Microsoft Word Advanced

| Start Date | End Date  | Time   | Day | No. of Lessons | Member   | Non-Member |
|------------|-----------|--------|-----|----------------|----------|------------|
| 08 May 26  | 29 May 26 | 7-10pm | Fri | 4              | \$160.00 | \$170.00   |

## Skillsfuture@PA Microsoft Excel Advanced

| Start Date | End Date  | Time     | Day       | No. of Lessons | Member   | Non-Member |
|------------|-----------|----------|-----------|----------------|----------|------------|
| 06 Apr 26  | 13 Apr 26 | 10am-5pm | Mon       | 2 Days         | \$160.00 | \$170.00   |
| 20 Apr 26  | 29 Apr 26 | 7-10pm   | Mon & Wed | 4              | \$160.00 | \$170.00   |
| 08 May 26  | 29 May 26 | 7-10pm   | Fri       | 4              | \$160.00 | \$170.00   |
| 10 May 26  | 17 May 26 | 10am-5pm | Sun       | 2 Days         | \$160.00 | \$170.00   |

## Skillsfuture@PA Microsoft PowerPoint Advanced

| Start Date | End Date  | Time   | Day         | No. of Lessons | Member   | Non-Member |
|------------|-----------|--------|-------------|----------------|----------|------------|
| 05 May 26  | 12 May 26 | 7-10pm | Tue & Thurs | 3              | \$140.00 | \$150.00   |

## Skillsfuture@PA Microsoft Access Advanced

| Start Date | End Date  | Time     | Day | No. of Lessons | Member   | Non-Member |
|------------|-----------|----------|-----|----------------|----------|------------|
| 10 Apr 26  | 08 May 26 | 7-10pm   | Fri | 4              | \$160.00 | \$170.00   |
| 22 May 26  | 29 May 26 | 10am-5pm | Fri | 2 Days         | \$160.00 | \$170.00   |

## Skillsfuture@PA Microsoft Excel Keyboard Shortcut

| Start Date | End Date  | Time     | Day | No. of Lessons | Member   | Non-Member |
|------------|-----------|----------|-----|----------------|----------|------------|
| 25 Mar 26  | 25 Mar 26 | 10am-6pm | Wed | 1 Day          | \$100.00 | \$110.00   |
| 17 Apr 26  | 17 Apr 26 | 10am-6pm | Fri | 1 Day          | \$100.00 | \$110.00   |
| 29 May 26  | 29 May 26 | 10am-6pm | Fri | 1 Day          | \$100.00 | \$110.00   |

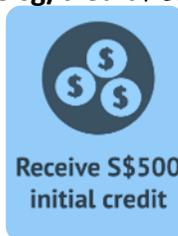
## Skillsfuture@PA Microsoft Excel Tips & Tricks

| Start Date | End Date  | Time     | Day | No. of Lessons | Member   | Non-Member |
|------------|-----------|----------|-----|----------------|----------|------------|
| 30 Mar 26  | 30 Mar 26 | 10am-6pm | Mon | 1 Day          | \$160.00 | \$170.00   |
| 24 Apr 26  | 24 Apr 26 | 10am-6pm | Fri | 1 Day          | \$100.00 | \$110.00   |
| 25 May 26  | 25 May 26 | 10am-6pm | Mon | 1 Day          | \$160.00 | \$170.00   |

Skillsfuture Credit can be used to offset course fee!

Login to <http://www.skillsfuture.sg/credit> to submit your claim

从2016年1月开始，您可以使用“未来技能培训补助”来抵消学费！  
通过<http://www.skillsfuture.sg/credit>提交您的未来技能培训补助



IT Centre reserves the right to change or postpone the date of its courses without prior notice

35, Teck Whye Avenue, Singapore 688892

Tel: 67691694/ 67647426

Fax: 67654218

Email: [enquiry@cckitcentre.org.sg](mailto:enquiry@cckitcentre.org.sg)

Website: <http://www.cckitcentre.org.sg>

Skillsconnect Registration: <http://www.skillsconnect.gov.sg>

**CHUA CHU KANG COMMUNITY CLUB**

**IT CENTRE 蔡厝港民众俱乐部属下资讯科技中心**

