

Subject Skillfuture@PA	Start Date	End Date	Time	Day	No. of Lesson	Course Fees (M/NM)
Microsoft Word	18 Sep 22	25 Sep 22	10am-5pm, 10am-1pm	Sun	1.5 Days	\$120.00 / \$130.00
Microsoft Word	21 Sep 22	28 Sep 22	7-10pm	Wed & Mon	3	\$120.00 / \$130.00
Microsoft Word	04 Oct 22	06 Oct 22	10am-5pm, 10am-1pm	Tue & Thurs	1.5 Days	\$120.00 / \$130.00
Microsoft Word	20 Oct 22	21 Oct 22	2-5pm 10am-5pm	Thurs & Fri	1.5 Days	\$120.00 / \$130.00
Microsoft Word	27 Oct 22	03 Nov 22	7-10pm	Thurs & Tue	3	\$120.00 / \$130.00
Microsoft Word	31 Oct 22	02 Nov 22	10am-5pm, 10am-1pm	Mon & Wed	1.5 Days	\$120.00 / \$130.00
Microsoft Excel	25 Sep 22	02 Oct 22	2-5pm 10am-5pm	Sun	1.5 Days	\$120.00 / \$130.00
Microsoft Excel	03 Oct 22	10 Oct 22	7-10pm	Mon & Wed	3	\$120.00 / \$130.00
Microsoft Excel	06 Oct 22	11 Oct 22	2-5pm 10am-5pm	Thurs & Tue	1.5 Days	\$120.00 / \$130.00
Microsoft Excel	07 Oct 22	21 Oct 22	7-10pm	Fri	3	\$120.00 / \$130.00
Microsoft Excel	02 Nov 22	07 Nov 22	2-5pm 10am-5pm	Wed & Mon	1.5 Days	\$120.00 / \$130.00
Microsoft Excel	04 Nov 22	18 Nov 22	7-10pm	Fri	3	\$120.00 / \$130.00
Microsoft Excel	08 Nov 22	15 Nov 22	7-10pm	Tue & Thurs	3	\$120.00 / \$130.00
Microsoft PowerPoint	09 Oct 22	16 Oct 22	10am-5pm, 10am-1pm	Sun	1.5 Days	\$120.00 / \$130.00
Microsoft PowerPoint	12 Oct 22	19 Oct 22	7-10pm	Wed & Mon	3	\$120.00 / \$130.00
Microsoft PowerPoint	13 Oct 22	18 Oct 22	10am-5pm, 10am-1pm	Thurs & Tue	1.5 Days	\$120.00 / \$130.00
Microsoft PowerPoint	09 Nov 22	14 Nov 22	10am-5pm, 10am-1pm	Wed & Mon	1.5 Days	\$120.00 / \$130.00
Microsoft PowerPoint	17 Nov 22	24 Nov 22	7-10pm	Thurs & Tue	3	\$120.00 / \$130.00
Microsoft Access	16 Oct 22	30 Oct 22	2-5pm 10am-5pm	Sun	1.5 Days	\$120.00 / \$130.00
Microsoft Access	18 Oct 22	20 Oct 22	2-5pm 10am-5pm	Tue & Thurs	1.5 Days	\$120.00 / \$130.00
Microsoft Access	19 Oct 22	02 Nov 22	7-10pm	Wed & Mon	3	\$120.00 / \$130.00
Microsoft Access	29 Nov 22	06 Dec 22	7-10pm	Tue & Thurs	3	\$120.00 / \$130.00
Microsoft Office	18 Sep 22	30 Oct 22	10am-5pm	Sun	6 Days	<b>\$380.00 / \$390.00</b>
Microsoft Office	21 Sep 22	02 Nov 22	7-10pm	Wed & Mon	12	<b>\$380.00 / \$390.00</b>
Microsoft Office	04 Oct 22	20 Oct 22	10am-5pm	Tue & Thurs	6 Days	<b>\$380.00 / \$390.00</b>
Microsoft Office	27 Oct 22	06 Dec 22	7-10pm	Thurs & Tue	12	<b>\$380.00 / \$390.00</b>
Microsoft Office	31 Oct 22	16 Nov 22	10am-5pm	Mon & Wed	6 Days	<b>\$380.00 / \$390.00</b>
Microsoft Office	13 Nov 22	18 Dec 22	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
26 Oct 22	07 Nov 22	7-10pm	Wed & Mon	4	\$160.00	\$170.00
21 Nov 22	30 Nov 22	7-10pm	Mon & Wed	4	\$160.00	\$170.00

## Skillsfuture@PA Microsoft Excel Advanced

Start Date	End Date	Time	Day	No. of Lessons	Member	Non-Member
27 Sep 22	06 Oct 22	7-10pm	Tue & Thurs	4	\$160.00	\$170.00
01 Oct 22	08 Oct 22	10am-5pm	Sat	2 Days	\$160.00	\$170.00
25 Oct 22	27 Oct 22	10am-5pm	Tue & Thurs	2 Days	\$160.00	\$170.00
07 Nov 22	17 Nov 22	7-10pm	Mon & Wed	4	\$160.00	\$170.00

## Skillsfuture@PA Microsoft PowerPoint Advanced

Start Date	End Date	Time	Day	No. of Lessons	Member	Non-Member
18 Oct 22	25 Oct 22	7-10pm	Tue & Thurs	3	\$140.00	\$150.00
22 Nov 22	29 Nov 22	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
05 Nov 22	26 Nov 22	10am-1pm	Sat	4	\$160.00	\$170.00

## Skillsfuture@PA Microsoft Excel Keyboard Shortcut

Start Date	End Date	Time	Day	No. of Lessons	Member	Non-Member
26 Nov 22	26 Nov 22	10am-6pm	Sat	1 Day	\$100.00	\$110.00

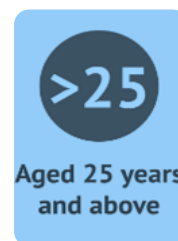
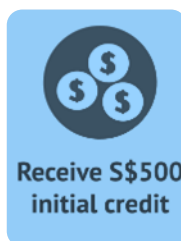
## Skillsfuture@PA Microsoft Excel Tips & Tricks

Start Date	End Date	Time	Day	No. of Lessons	Member	Non-Member
17 Sep 22	17 Sep 22	10am-6pm	Sat	2	\$160.00	\$170.00
05 Nov 22	12 Nov 22	2-5.30pm	Sat	2	\$160.00	\$170.00

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

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