



Penang Address: Suite 4.01, Island Plaza 118 Jalan Tanjung Tokong 10470 Penang Malaysia. Tel : (604) 8926622

KL Address: Unit A2-3-5, Solaris Dutamas, No.1, Jalan Dutamas, 50480 Malaysia. Tel : (603) 62093456

Kindly contact MCSB Penang ☎:-(604) 8926622 or  
 MCSB Kuala Lumpur ☎:-(603) 62093456 for the [Dates confirmation](#)  
[Minimum 5 pax to start class](#)

Course Code	Course Title	July 2020					August 2020				September 2020					Course Fee per Pax(RM) - SST(6%) RM
		1 Jul	6 Jul	13 Jul	20 Jul	27 Jul	3 Aug	10 Aug	17 Aug	24 Aug	1 Sep	7 Sep	14 Sep	21 Sep	28 Sep	
<b>Desktop Productivity Tools</b>																
<b>Microsoft Office</b>																

**Microsoft Excel 2016**

MS-EXCEL-16	Microsoft Excel 2016 Core Essentials (1 Day)						3										424
MS-EXCEL-16	Microsoft Excel 2016 Advanced Essentials (2 Days)						4-5										742
MS-EXCEL-16	Microsoft Excel 2016 and VBA (2 Days)						6-7										1,590
MS-EXCEL-16	Microsoft Excel 2016 PowerPivot (2 Days)											7-8					1,590
MS-EXCEL-16	Introduction to Microsoft Power BI (2 Days)											9-10					1,590

**Microsoft Excel 2013**

MS-EXCEL-13	Microsoft Excel 2013 Core Essentials (1 Day)					27									28	371
MS-EXCEL-13	Microsoft Excel 2013 Advanced Essentials (2 Days)					28-29									29-30	689

**Microsoft Excel 2010**

MS-EXCEL-10	Microsoft Excel 2010-Foundation (1 Day)																Group
MS-EXCEL-10	Microsoft Excel 2010-Intermediate to Advanced (2 Days)																Group

**Microsoft Excel 2007- Foundation/Intermediate/Advanced(FOR GROUP ONLY)**

MS-EXCEL-07	Microsoft Excel -Foundation to Expert (4 Days)																Group
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**Microsoft Excel 2016/2013 Promotion**

MS-EXCEL	Power BI for Excel 2016-Advanced (2 Days)						3-4										1,696
MS-EXCEL-13	Maximizing Pivot Table with Excel 2013 (1 Day)							5						14			530
MS-EXCEL-13	Microsoft Excel Macro Programming-Basic to Intermediate (2 Days)									18-19				17-18			848
MS-EXCEL-13	Advanced Macro Programming (1 Day)									21				19			530
MS-EXCEL-13	Creating Human Resource Dashboard in MS Excel 2013 (1 Day)										28				25		748
MS-EXCEL-13	Creating HR Professionals Reports - Excel 2013 (1 Day)					29											848



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MS-EXCEL-13	Creating Dashboard in MS Excel 2013 (2 Days)						3-4									1,696
MS-EXCEL-13	Advanced Excel Dashboard in MS Excel 2013 (2 Days)						5-6									1,696
MS-EXCEL-13	Managing Charts & illustrations Objects in MS Excel 2013 (2 Days)							10-11								748
MS-EXCEL-13	Making Formulas & Functions Using Microsoft Excel 2015 (2 Days)							12-13								1,272
MS-EXCEL-13	Making Advanced Formulas & Functions Accessible Using Microsoft Excel 2013 (2 Days)								18-19							1,272
MS-EXCEL-13	Amazing Power Pivot and Power View Reports (1 Day)									21						848
MS-EXCEL-13	Import & Export Data in Microsoft Office (1 Day)							11								530
MS-EXCEL-13	Data Manipulation in Microsoft Excel (1 Day)							12								530
MS-EXCEL-13	Tips & Tricks in Microsoft Excel (2 Days)							13-14								848
MS-EXCEL-13	Microsoft Excel 2013 PowerPivot in Business Analysis (1 Day)											9				848
MS-EXCEL-13	Analyzing Data with Power BI (2 Days)											10-11				2,120
MS-EXCEL-13	Power BI for Excel 2013 OR 2016 (5 Days)													21-25		3,180

**Microsoft Excel 2010 Promotion**

MS-EXCEL-10	Power BI for Excel 2010 (4 Days)															Group
MS-EXCEL-10	Microsoft Excel 2010 with Pivot Table (1 Day)															Group
MS-EXCEL-10	Microsoft Excel Macro Programming-Basic to Intermediate (2 Days)															Group
MS-EXCEL-10	Advanced Macro Programming (1 Day)															Group
MS-EXCEL-10	Creating Human Resource Dashboard in MS Excel 2010 (1 Day)															Group

**Microsoft PowerPoint 2016**

MS-PPOINT-16	Microsoft PowerPoint 2016 Core Essentials (1 Day)	1							17						28	424
MS-PPOINT-16	Microsoft PowerPoint 2016 Advanced Essentials (2 Days)	2-3							18-19						29-30	742



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**Microsoft PowerPoint 2013**

MS-PPOINT-13	Microsoft PowerPoint 2013 Core Essentials (1 Day)																371
MS-PPOINT-13	Microsoft PowerPoint 2013 Advanced Essentials (2 Days)																689

**Microsoft PowerPoint 2010**

MS-PPOINT-10	Microsoft PowerPoint 2010-Foundation (1 Day)																Group
MS-PPOINT-10	Microsoft PowerPoint 2010-Intermediate to Advanced (2 Days)																Group

**Microsoft PowerPoint 2007- Foundation/Intermediate/Advanced(FOR GROUP ONLY)**

MS-PPOINT-07	Microsoft PowerPoint-Foundation to Expert (4 Days)																Group
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**Microsoft PowerPoint 2016/2013 Promotion**

MS-PPOINT-P	Infographics in PowerPoint (2 Days)					27-28									28-29		1,272
MS-PPOINT-P	Infusing Magnificent Multimedia Ms Powerpoint (1 Day)					29									30		424
MS-PPOINT-P	Microsoft Powerpoint 2013 For Executives (1 Day)							10									424
MS-PPOINT-P	Powerpoint 2013 Advanced Series - Using Multimedia (1 Day)							11									424
MS-PPOINT-P	Surviving Public Speaking With Microsoft Powerpoint (1 Day)							12									424
MS-PPOINT-P	Create Powerful & Effective Slideshow Presentations Using Ms Powerpoint (1 Day)	1											7				371
MS-PPOINT-P	Personalize Your Slides Design With Microsoft Powerpoint (1 Day)	2											8				371
MS-PPOINT-P	Setting Advanced Animation With Microsoft Powerpoint 2013 (1 Day)	3											9				371
MS-PPOINT-P	Transform Your Presentation Using Microsoft Powerpoint (1 Day)		6										10				371
MS-PPOINT-P	Using Graphics & Diagram To Create High Impact Presentations (1 Day)		8										11				371

**Microsoft Word 2016**

MS-WORD-16	Microsoft Word 2016 Core Essentials (1 Day)			13											23		424
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MS-WORD-16	Microsoft Word 2016 Advanced Essentials (2 Days)			14-15										24-25		742

**Microsoft Word 2013**

MS-WORD-13	Microsoft Word 2013 Core Essentials (1 Day)													28	371
MS-WORD-13	Microsoft Word 2013 Advanced Essentials (2 Days)													29-30	689

**Microsoft Word 2010**

MS-WORD-10	Microsoft Word 2010-Foundation (1 Day)														Group
MS-WORD-10	Microsoft Word 2010-Intermediate to Advanced (2 Days)														Group

**Microsoft Word 2007- Foundation/Intermediate/Advanced(FOR GROUP ONLY)**

MS-WORD-07	Microsoft Word-Foundation to Expert (4 Days)														Group
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**Microsoft Word 2013/2016 Promotion**

MS-WORD-P	Create a Newsletter using Microsoft Word 2013 (1 Day)														424
MS-WORD-P	Managing Large Documents Using Microsoft Word (1 Day)		6										7		424
MS-WORD-P	Microsoft Word Perform Custom Settings (1 Day)												8		424
MS-WORD-P	Microsoft - Designing Graphical Publications (1 Day)												9		424
MS-WORD-P	Microsoft Word Mail Merge with External Data (1 Day)												10		424
MS-WORD-P	An In Depth Look Into Microsoft Word (1 Day)												11		424

**Microsoft Access 2016**

MS-ACCESS-16	Microsoft Access 2016 Core Essentials (2 Days)													25-26	636
MS-ACCESS-16	Microsoft Access 2016 Intermediate Essentials (2 Days)													28-28	848

**Microsoft Access 2013**

MS-ACCESS-13	Microsoft Access 2013 Core Essentials (2 Days)			13										21	636
MS-ACCESS-13	Microsoft Access 2013 Advanced Essentials (2 Days)			14-15										22-23	742





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MS-ONOTE-07	Microsoft OneNote 2007-Complete (2 Days)															Group

**Microsoft Visio**

MS-VISIO-16	Microsoft Visio 2016 Core Essentials (2 Days)							10-11								848
MS-VISIO-13	Microsoft Visio 2013 Core Essentials (1 Day)															424
MS-VISIO-07	Microsoft Visio 2007-Complete (2 Days)															Group

**Microsoft Publisher**

MS-PUBLISHER-	Microsoft Publisher 2016 Core Essentials (1 Day)									26						424
MS-PSHER-07	Microsoft Office Publisher-Foundation to Expert (4 Days)															Group

**Microsoft InfoPath**

MS-IPATH-13	Microsoft InfoPath Designer 2013 Core Essentials (2 Days)							18-19								848
MS-IPATH-13	Microsoft InfoPath Filler 2013 Core Essentials (2 Days)								27-28							848
MS-IPATH-07	Microsoft Office InfoPath 2007(Complete) (2 Days)															Group

**Other Courses**

MS-PR.MGMT	Essentials Project Management (2 Days)								18-19							2,120
MS-OTH	How to create Website using wordpress (2 Days)															2,120

**Microsoft Office 365**

**Microsoft Office 365**

MS-O365	Enabling and Managing Office 365 (5 Days)															3,180
MS-O365	Microsoft Office 365 Core Essentials - Part 2 (1 Day)		9						18					24		212
MS-O365	Office 365 for End User (1 Day)		10						19					25		371
MS-O365	Introduction to Office 365 (1 Day)			13					21							371
MS-O365	Microsoft Office 365 Excel Essentials (1 Day)			14											28	371
MS-O365	Microsoft Office 365 PowerPoint Essentials (1 Day)			15											29	371
MS-O365	Microsoft Office 365 Word Essentials (1 Day)			16											30	371

