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Course Code	Course Title	January 2019				February 2019				March 2019				Course Fee per pax(RM) SST(6%) - Zero SST
		7 Jan	14 Jan	21 Jan	28 Jan	4 Feb	11 Feb	18 Feb	25 Feb	4 Mar	11 Mar	18 Mar	25 Mar	

**Microsoft Word 2016**

MS-WORD-16	Microsoft Word 2016 Core Essentials (1 Day)	10							25				25	400
MS-WORD-16	Microsoft Word 2016 Advanced Essentials (2 Days)	11-12							26-27				26-27	700

**Microsoft Word 2013**

MS-WORD-13	Microsoft Word 2013 Core Essentials (1 Day)		14					11					18	350
MS-WORD-13	Microsoft Word 2013 Advanced Essentials (2 Days)		15-16					12-13					19-20	650

**Microsoft Word 2010**

MS-WORD-10	Microsoft Word 2010-Foundation (1 Day)			23					20				13	350
MS-WORD-10	Microsoft Word 2010-Intermediate to Advanced (2 Days)			24-25					21-22				14-15	600

**Microsoft Word 2013/2016 Promotion**

MS-WORD-P	Create a Newsletter using Microsoft Word 2013 (1 Day)	8						12					18	400
MS-WORD-P	Managing Large Documents Using Microsoft Word (1 Day)	9						13					19	400
MS-WORD-P	Microsoft Word Perform Custom Settings (1 Day)	10						14					20	400
MS-WORD-P	Microsoft - Designing Graphical Publications (1 Day)	11						15					21	400
MS-WORD-P	Microsoft Word Mail Merge with External Data (1 Day)		14						18				25	400
MS-WORD-P	An In Depth Look Into Microsoft Word (1 Day)		15						19				26	400

HRDF Claimable - SBL Scheme

Minimum 5pax to start a class

View Training Calendar Web site: [www.mcsb.com/training/](http://www.mcsb.com/training/)