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 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 | |

Microsoft Word 2016

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

Microsoft Word 2013

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|------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------|-----|
| 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

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|------------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------|
| 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)

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

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|-----------|---|--|---|--|--|--|--|--|--|--|--|--|--|----|--|-----|
| 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 |