



Penang Address: Suite 4.01, Island Plaza 118 Jalan Tanjung Tokong 10470 Penang Malaysia. Tel : (604) 8926500

KL Address: Unit A2-3-5, Solaris Dutamas, No.1, Jalan Dutamas, 50480 Malaysia. Tel : (603) 2028 7484

Kindly contact MCSB Penang ☎:-(604) 8926500 or  
 MCSB Kuala Lumpur ☎:-(603) 2028 7484 for the [Dates confirmation](#)  
 MCSB reserve the rights to cancel or reschedule any of the classes.

Course Code	Course Title	January 2022				February 2022				March 2022				Course Fee per Pax(RM) +SST(6%)		
		3 Jan	10 Jan	17 Jan	24 Jan	31 Jan	7 Feb	14 Feb	21 Feb	28 Feb	7 Mar	14 Mar	21 Mar		28 Mar	RM
<b>Microsoft Word 2016</b>																
MS-WORD-16	Microsoft Word 2016 Core Essentials (1 Day)			19				16						23		424
MS-WORD-16	Microsoft Word 2016 Advanced Essentials (2 Days)			20-21				17-18						24-25		742
<b>Microsoft Word 2013</b>																
MS-WORD-13	Microsoft Word 2013 Core Essentials (1 Day)			12				8						16		371
MS-WORD-13	Microsoft Word 2013 Advanced Essentials (2 Days)			13-14				9-10						17-18		689
<b>Microsoft Word 2010</b>																
MS-WORD-10	Microsoft Word 2010-Foundation (1 Day)			19						23					29	Group
MS-WORD-10	Microsoft Word 2010-Intermediate to Advanced (2 Days)			20-21						24-25					30-31	Group
<b>Microsoft Word 2007</b>																
MS-WORD-07	Microsoft Word-Foundation to Expert (4 Days)		4-7					8-11						15-18		Group
<b>Microsoft Word 2013/2016 Promotion</b>																
MS-WORD-P	Create a Newsletter using Microsoft Word 2013 (1 Day)			10						14					21	424
MS-WORD-P	Managing Large Documents Using Microsoft Word (1 Day)			11						15					22	424
MS-WORD-P	Microsoft Word Perform Custom Settings (1 Day)			12						16					23	424
MS-WORD-P	Microsoft - Designing Graphical Publications (1 Day)			13						17					24	424
MS-WORD-P	Microsoft Word Mail Merge with External Data (1 Day)			15						18					25	424
MS-WORD-P	An In Depth Look Into Microsoft Word (1 Day)			17						21					28	424