MICROSOFT OFFICE
TRAINING COURSES

INTRODUCTION TO MICROSOFT PROJECT 2016

One of the main tools used by Project Teams globally is Microsoft Project. Knowledge of Microsoft Project has become a key component in any Project Team's toolkit. This will drastically increase your productivity both in the project team and in your own projects and daily activities. By the end of the course, participants would have established confidence and proficiency in Microsoft Project 2016 skills and techniques.

Duration: 8 Weeks (24 hours)
Start Date: Saturday September 28th September 2019 |EndD ate: Saturday 16th November 2019
Time: 9:00 am – 12:00 Noon | Cost: $2,000

MICROSOFT OFFICE 2016 ESSENTIALS

This course is designed for persons with little or no knowledge of Office 2016. It will allow users to be proficient in the use of MS Word, MS Excel, and MS PowerPoint 2016.

Duration: 8 Weeks (24 Hours)
Start Date: Saturday September 28th   2019 | End Date: Saturday November 16th 2019
Time: 9:30 am – 12:30 pm | Cost: $2,000

MICROSOFT OFFICE 2016 INTERMEDIATE

This course is designed for the user who is already familiar in using the MS office Suite. Participants will be able to build on what was covered in the Microsoft Office 2016 Essentials course.

Duration: 12 Weeks (36 Hours)
Start Date: Saturday September 28th 2019 | End Date: Saturday December 14th 2019
Time: 1.30 pm - 4.30 pm | Cost: $3,000