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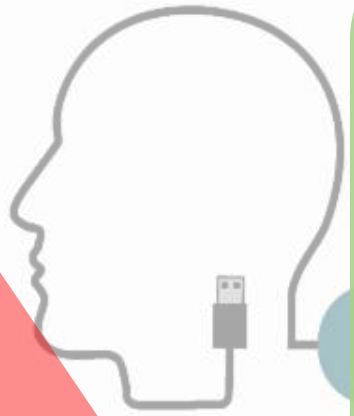
ONLINE LIVE CLASS



While staying home or office, you can still able to learn and enhance your ability of using Microsoft Office.

Virtual Class Course

Microsoft Office

	Day (Hour)	Timing Lunch (1 hr break) for 9am-5pm / 9am-3pm	January 2021	February 2021	HRDF CLAIMABLE
Microsoft POWERPOINT Course					
Microsoft PowerPoint (Fundamental & Intermediate)	2 (7 hr)	9:00am - 12:30pm	14-15	4-5	YES
Microsoft PowerPoint (Advanced)	2 (7 hr)	9:00am - 12:30pm	21-22	24-25	YES
Effective Presentation using Microsoft PowerPoint	1 (7 hr)	9:00am - 5:00pm	11	2	YES
Effective Presentation using Microsoft PowerPoint	2 (7 hr)	9:00am - 12:30pm	5-6	8-9	YES
Microsoft PROJECT Course					
Microsoft Project Made Easy	1 (7 hr)	9:00am - 5:00pm	5	15	YES
Microsoft Project Made Easy	2 (7 hr)	9:00am - 12:30pm	26-27	18-19	YES
Microsoft VISIO Course					
Cross-Functional Flowchart using Microsoft Visio	0.5 (4 hr)	9:00am - 1:00pm	8	11	YES
Microsoft WORD Course					
Discover The Techniques to A Professional Word Report	1 (7 hr)	9:00am - 5:00pm	6	17	YES
Microsoft Word Mail Merge in Depth Application	1 (7 hr)	9:00am - 5:00pm	13	8	YES
Working with Table, Tab & Indentation in Microsoft Word	0.5 (4 hr)	9:00am - 1:00pm	20	16	YES
Microsoft ACCESS Course					
Microsoft Access (Fundamental & Intermediate)	2 (14 hr)	9:00am - 5:00pm	-	2-3	YES
Microsoft Access (Fundamental & Intermediate)	2 (14 hr)	9:00am - 5:00pm	11-12	-	YES
Microsoft Access (Advanced)	2 (14 hr)	9:00am - 5:00pm	-	24-25	YES
Microsoft Access (Advanced)	2 (14 hr)	9:00am - 5:00pm	25-26	-	YES

Virtual Class Course

Microsoft Office

Virtual Class Course	Day (Hour)	Timing Lunch (1 hr break) for 9am-5pm / 9am-3pm	January 2021	February 2021	HRDF CLAIMABLE
Microsoft EXCEL Course					
CORE Microsoft Excel Courses					
Microsoft Excel Essential Skills (Level 1 & 2)	2 (14 hr)	9:00am - 5:00pm	7-8	15-16	YES
Manipulating Data Effectively with Microsoft Excel (Level 1 & 2)	2 (14 hr)	9:00am - 5:00pm	25-26	2-3	YES
Microsoft Excel Essential Skills (Level 1)	2 (7 hr)	9:00am - 12:30pm	11-12	10-11	YES
Microsoft Excel Essential Skills (Level 2)	2 (7 hr)	9:00am - 12:30pm	18-19	22-23	YES
Manipulating Data Effectively with Microsoft Excel (Level 1)	2 (7 hr)	1:30pm - 5:00pm	14-15	10-11	YES
Manipulating Data Effectively with Microsoft Excel (Level 2)	2 (7 hr)	1:30pm - 5:00pm	21-22	25-26	YES
High End Microsoft Excel Courses - Managing and Analysing Data					
Data Management with Pivot Table using Microsoft Excel	1 (7 hr)	9:00am - 5:00pm	19	9	YES
Data Management with Pivot Table using Microsoft Excel	2 (7 hr)	1:30pm - 5:00pm	5-6	22-23	YES
Secret to Microsoft Excel Waterfall Charts	0.5 (4 hr)	9:00am - 1:00pm	4	19	YES
Microsoft Excel Interactive Charts	0.5 (4 hr)	2:00pm - 6:00pm	4	19	YES
Presenting Analysis with Microsoft Excel Charts	0.5 (4 hr)	9:00am - 1:00pm	25	17	YES
Conditional Formatting with Microsoft Excel	0.5 (4 hr)	9:00am - 1:00pm	13	4	YES
Custom Format with Microsoft Excel	0.5 (4 hr)	2:00pm - 6:00pm	18	19	YES
High End Microsoft Excel Courses - Functions & Formulas					
Data Analysing with Microsoft Excel Functions	1 (7 hr)	9:00am - 5:00pm	7	18	YES
Data Analysing with Microsoft Excel Functions	2 (7 hr)	9:00am - 12:30pm	25-26	2-3	YES
Microsoft Excel TEXT Functions	0.5 (4 hr)	2:00pm - 6:00pm	27	24	YES
Conditional Ranking using Microsoft Excel Functions	0.5 (4 hr)	2:00pm - 6:00pm	13	2	YES
Microsoft Excel Lookup Functions – Vlookup, Hlookup, Match, Index	0.5 (4 hr)	9:00am - 1:00pm	27	16	YES
Microsoft Excel 365 - New Functions	0.5 (4 hr)	9:00am - 1:00pm	29	8	YES
Microsoft Excel Functions & Formulas	2 (14 hr)	9:00am - 5:00pm	11-12	4-5	
Advanced Microsoft Excel Functions & Formulas	1 (7 hr)	9:00am - 5:00pm	13	22	
Mastering Microsoft Excel Array Formulas	1 (7 hr)	9:00am - 5:00pm	5	5	

Virtual Class Course

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Microsoft EXCEL Course					
High End Microsoft Excel Courses - Automation of Tasks					
Tasks Automation with Microsoft Excel Macro / VBA (Fundamental & Intermediate)	2 (14 hr)	9:00am - 5:00pm	6-7	4-5	
Tasks Automation with Microsoft Excel Macro / VBA (Advanced)	2 (14 hr)	9:00am - 5:00pm	20-21	22-23	
Microsoft Excel Survey Automation and Consolidation	1 (7 hr)	9:00am - 5:00pm	18	9	
High End Microsoft Excel Courses - Analytic Models					
Introduction to Dashboard Reporting	1 (7 hr)	9:00am - 5:00pm	12	3	YES
Introduction to Dashboard Reporting	2 (7 hr)	1:30pm - 5:00pm	26-27	25-26	YES
Interactive Visual Dashboard Reporting and Analysis with Microsoft Excel	2 (14 hr)	9:00am - 5:00pm	19-20	23-24	
High End Microsoft Excel Courses - Power Business Intelligent					
Introduction to Power Query & Power BI	0.5 (4 hr)	9:00am - 1:00pm	4	3	YES
PowerQuery: Transforming work processes in Microsoft Excel	1 (7 hr)	9:00am - 5:00pm	14	26	
Power BI Desktop Essential Skills	2 (14 hr)	9:00am - 5:00pm	7-8	22-23	YES
Microsoft Excel Courses - Human Resources Application					
Optimizing the Power of HR Using Microsoft Excel	2 (14 hr)	9:00am - 5:00pm	21-22	25-26	YES
Applying Microsoft Excel for HR	2 (7 hr)	9:00am - 12:30pm	14-15	9-10	YES

For more information, please email to training@pentawise.com

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ONLINE CLASS

REGISTRATION

ORGANIZATION DETAILS

Company: _____

Address: _____

_____

Contact Person: _____

Designation: _____

Email: _____

Telephone No.: _____

HRDF Contributor: ☐ Yes ☐ No (please ☑ accordingly)

APPROVED BY:

Signature & Date: _____

Name: _____

Designation: _____

Company stamp:

Course Title: _____

Course Date: _____

PARTICIPANT 1

Name: _____

Email: _____

Position: _____

PARTICIPANT 2

Name: _____

Email: _____

Position: _____

PARTICIPANT 3

Name: _____

Email: _____

Position: _____

Please email this registration form to training@pentawise.com