

Fundamentals			Duration	Location	Jan	Feb	March	April	May	June
IN008		Introduction to Computers Windows 8	1 Day	Johannesburg	15	5		9	21	25
MICROSOFT OFFICE SPECIALIST ON MICROSOFT OFFICE 2013 (MOS)										
MOS: Microsoft Office Word 2013			Duration	Location	Jan	Feb	March	April	May	June
WOR131	77-418	Microsoft Word 2013 Level 1	1 Day	Johannesburg	23	6, 20	5, 20	10, 23	28	11
WOR132		Microsoft Word 2013 Level 2	1 Day	Johannesburg	15, 29	12,	12, 26	30	14, 29	12
MOS: Microsoft Office Word 2013 Expert			Duration	Location	Jan	Feb	March	April	May	June
WOR133	77-418	Microsoft Word 2013 Level 3	1 Day	Johannesburg	29	2, 12	2	9	2, 21	4, 26
MOS: Microsoft Office Excel 2013			Duration	Location	Jan	Feb	March	April	May	June
EXC131	77-420	Microsoft Excel 2013 Level 1	1 Day	Johannesburg	24	7, 21	6, 22	11, 24	29	19
EXC132		Microsoft Excel 2013 Level 2	1 Day	Johannesburg	16, 30		13, 27	3	15, 30	13
EXC134		MS Office Excel 2013: Data analysis with Pivot Tables	1 Day	Johannesburg	26		14		31	
EXC135		MS Office Excel 2013: Data analysis with Power Pivot	1 Day	Johannesburg	22		15	20		7
MOS: Microsoft Office Excel 2013 Expert			Duration	Location	Jan	Feb	March	April	May	June
EXC133	77-420	Microsoft Excel 2013 Level 3	1 Day	Johannesburg	30	13			3, 22	5, 27
MOS: Microsoft Office PowerPoint 2013			Duration	Location	Jan	Feb	March	April	May	June
PP131	77-422	Microsoft PowerPoint 2013 Level 1	1 Day	Johannesburg	25	8, 22	7, 23	12, 25	30	20
PP132		Microsoft PowerPoint 2013 Level 2	1 Day	Johannesburg	17, 31	14	2, 28	4	16, 31	14

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- ❖ Foster-Melliar also offers all courses On-Site for your team – T&C's apply
- ❖ E&OE

MOS: Microsoft Office 2013 Master:
 MOS: Microsoft Office Word 2013 Expert Part 1 & Part 2;
 MOS: Microsoft Office Excel 2013 Expert Part 1 & Part 2;
 MOS: Microsoft Office PowerPoint 2013; MOS: OR
 Microsoft Office Outlook 2013; MOS: OR Microsoft Office Access 2013 OR MOS: Microsoft SharePoint 2013

MOS: Microsoft Office 2016 Master:
 MOS: Microsoft Office Word 2016 Expert;
 MOS: Microsoft Office Excel 2016 Expert;
 MOS: Microsoft Office PowerPoint 2016;
 MOS: Microsoft Office Access 2016 OR MOS: Microsoft SharePoint 2016



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MOS: Microsoft Office Outlook 2013			Duration	Location	Jan	Feb	March	April	May	June
OUT131	77-423	Microsoft Outlook 2013 Level 1	1 Day	Johannesburg	16, 26	9, 23	8	13, 26	31	21
OUT132		Microsoft Outlook 2013 Level 2	1 Day	Johannesburg	18	2, 15	14, 29	5	17	15
MOS: Microsoft Office Access 2013			Duration	Location	Jan	Feb	March	April	May	June
ACC131	77-424	Microsoft Access 2013 Level 1	1 Day	Johannesburg	17, 25	5	9			1
ACC132		Microsoft Access 2013 Level 2	1 Day	Johannesburg	19	16		6	18	1
ACC133		Microsoft Access 2013 Level 3	1 Day	Johannesburg	31	14			4, 23	6, 28
MOS: Microsoft Office SharePoint 2013			Duration	Location	Jan	Feb	March	April	May	June
SP131	77-419	Microsoft SharePoint Foundation 2013 Site User	1 Day	Johannesburg	26	9	9	13	24	22
SP132		Microsoft SharePoint Foundation 2013 Site Owner	1 Day	Johannesburg		12				
SP133		Microsoft SharePoint Foundation 2013 Site Admin	1 Day	Johannesburg		27		3		1
Microsoft Visio 2013			Duration	Location	Jan	Feb	March	April	May	June
VIS131		Microsoft Visio 2013 Level 1	1 Day	Johannesburg	18		12			
VIS132		Microsoft Visio 2013 Level 2	1 Day	Johannesburg		28			9	
Microsoft Projects 2013			Duration	Location	Jan	Feb	March	April	May	June
PRO131		Microsoft Projects 2013 Level 1	1 Day	Johannesburg	19		13	26		19
PRO132		Microsoft Projects 2013 Level 2	1 Day	Johannesburg	25		15		10	
PowerPivot			Duration	Location	Jan	Feb	March	April	May	June
50433		PowerPivot for End User	2 Day	Johannesburg						

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 MOS: Microsoft Office Excel 2013 Expert Part 1 & Part 2;
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 Microsoft Office Outlook 2013; MOS: OR Microsoft Office Access 2013 OR MOS: Microsoft SharePoint 2013

MOS: Microsoft Office 2016 Master:
 MOS: Microsoft Office Word 2016 Expert;
 MOS: Microsoft Office Excel 2016 Expert;
 MOS: Microsoft Office PowerPoint 2016;
 MOS: Microsoft Office Access 2016 OR MOS: Microsoft SharePoint 2016



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Fundamentals			Duration	Location	Jan	Feb	March	April	May	June
IN010		Introduction to Computers Windows 10	1 Day	Johannesburg		19	19		2	4
MICROSOFT OFFICE SPECIALIST ON MICROSOFT OFFICE 2016 (MOS)										
MOS: Microsoft Office Word 2016			Duration	Location	Jan	Feb	March	April	May	June
WOR161	70-725	Microsoft Word 2016 Level 1	1 Day	Johannesburg		15		5	3, 7	5
WOR162		Microsoft Word 2016 Level 2	1 Day	Johannesburg		27	12			
MOS: Microsoft Office Word 2016 Expert			Duration	Location	Jan	Feb	March	April	May	June
WOR163	70-725	Microsoft Word 2016 Level 3	1 Day	Johannesburg			20			
MOS: Microsoft Office Excel 2016			Duration	Location	Jan	Feb	March	April	May	June
EXC161	77-727	Microsoft Excel 2016 Level 1	1 Day	Johannesburg		16			4, 8	6
EXC162		Microsoft Excel 2016 Level 2	1 Day	Johannesburg		28	13			
EXC164		MS Office Excel 2016: Data analysis with Pivot Tables	1 Day	Johannesburg				19	8	
EXC165		MS Office Excel 2016: Data analysis with Power Pivot	1 Day	Johannesburg				16	7	
MOS: Microsoft Office Excel 2016 Expert			Duration	Location	Jan	Feb	March	April	May	June
EXC163	77-727	Microsoft Excel 2016 Level 3	1 Day	Johannesburg			22	3		
MOS: Microsoft Office PowerPoint 2016			Duration	Location	Jan	Feb	March	April	May	June
PP161	77-729	Microsoft PowerPoint 2016 Level 1	1 Day	Johannesburg		13	14		9	7
PP162		Microsoft PowerPoint 2016 Level 2	1 Day	Johannesburg				6		

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OUT161	77-731	Microsoft Outlook 2016 Level 1	1 Day	Johannesburg		14	15, 26		10	8
OUT162		Microsoft Outlook 2016 Level 2	1 Day	Johannesburg		23	16		4	
MOS: Microsoft Office Access 2016			Duration	Location	Jan	Feb	March	April	May	June
ACC161	77-730	Microsoft Access 2016 Level 1	1 Day	Johannesburg		22	27		11	
ACC162		Microsoft Access 2016 Level 2	1 Day	Johannesburg			16, 28			
ACC163		Microsoft Access 2016 Level 3	1 Day	Johannesburg			23			
MOS: Microsoft Office SharePoint 2016			Duration	Location	Jan	Feb	March	April	May	June
SP161		Microsoft SharePoint Foundation 2016 Site User	1 Day	Johannesburg			7			
SP162		Microsoft SharePoint Foundation 2016 Site Owner	1 Day	Johannesburg			9		30	
SP163		Microsoft SharePoint Foundation 2016 Site Admin	1 Day	Johannesburg			8		23	
Microsoft Visio 2016			Duration	Location	Jan	Feb	March	April	May	June
VIS161		Microsoft Visio 2016 Level 1	1 Day	Johannesburg			5	26		
VIS162		Microsoft Visio 2016 Level 2	1 Day	Johannesburg			29			
Microsoft Projects 2016			Duration	Location	Jan	Feb	March	April	May	June
PRO161		Microsoft Projects 2016 Level 1	1 Day	Johannesburg			6	25		20
PRO162		Microsoft Projects 2016 Level 2	1 Day	Johannesburg						21

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