

Microsoft Office 2007 Courses

Course Title	Time	Course Dates
April 2010		
Microsoft Word 2007-Basic- (初级)华语讲解	6:30 pm to 10:30 pm	Apr 7(wed), 9(fri), 12(mon), 14(wed)
Microsoft Word 2007-Intermediate- (初级)华语讲解	6:30 pm to 10:30 pm	Apr 16(fri), 19(mon), 21(wed)
Microsoft Word 2007-Advance- (初级)华语讲解	6:30 pm to 10:30 pm	Apr 23(fri), 26(mon)
Microsoft Word 2007- Basic	9am to 1pm	Apr 7(wed), 9(fri), 12(mon), 14(wed)
Microsoft Word 2007- Intermediate	9am to 1pm	Apr 16(fri), 19(mon), 21(wed)
Microsoft Word 2007- Advance	9am to 1pm	Apr 23(fri), 26(mon)
Microsoft Excel 2007-Basic	2pm to 6pm	Apr 7(wed), 9(fri), 12(mon), 14(wed)
Microsoft Excel 2007-Intermediate	2pm to 6pm	Apr 16(fri), 19(mon), 21(wed)
Microsoft Excel 2007-Advance	2pm to 6pm	Apr 23(fri), 26(mon)
Microsoft PowerPoint 2007-Basic	9am to 1pm	Apr 6(tue), 8(thu)
Microsoft PowerPoint 2007-Intermediate	9am to 1pm	Apr 13(tue), 15(thu)
Microsoft PowerPoint 2007-Advance	9am to 1pm	Apr 20(tue), 22(thu)

May 2010		
Microsoft Excel 2007- (初级)华语讲解	6:30pm to 10:30pm	May 3(mon), 5(wed), 7(fri), 10(mon)
Microsoft Excel 2007 - (中级)华语讲解	6:30pm to 10:30pm	May 12(wed), 14(fri), 17(mon)
Microsoft Excel 2007 - (高级)华语讲解	6:30pm to 10:30pm	May 19(wed), 21(fri)
Microsoft Word 2007 - Basic	2pm to 6pm	May 3(mon), 5(wed), 10(mon) , 12(wed),
Microsoft Word 2007-Intermediate	2pm to 6pm	May 17(mon), 19(wed), 24(mon).
Microsoft Word 2007 - Advance	2pm to 6pm	May 25 (Tue), 27(Thu)
Microsoft Excel 2007 - Basic	9am to 1pm	May 3(mon), 5(wed), 7(fri), 10(mon)
Microsoft Excel 2007-Intermediate	9am to 1pm	May 12(wed), 14(fri), 17(mon)
Microsoft Excel 2007-Advance	9am to 1pm	May 19(wed), 21(fri)

Microsoft PowerPoint 2007 - Basic	6:30pm to 10:30pm	May 4(tue), 6(thu)
Microsoft PowerPoint 2007 – Intermediate	6:30pm to 10:30pm	May 11(tue), 13(thu)
Microsoft PowerPoint 2007 - Advance	6:30pm to 10:30pm	May 18(tue), 20(thu)

June 2010		
Microsoft Word 2007- (初级)华语讲解	9am to 1pm	Jun 2(wed), 4(fri), 7(mon), 9(wed)
Microsoft Word 2007 - (中级)华语讲解	9am to 1pm	Jun 11(fri), 14(mon), 16(wed)
Microsoft Word 2007 - (高级)华语讲解	9am to 1pm	Jun 18(fri), 21(mon)
Microsoft Word 2007 - Basic	6:30pm to 10:30pm	Jun 2(wed), 4(fri), 7(mon), 9(wed)
Microsoft Word 2007 – Intermediate	6:30pm to 10:30pm	Jun 11(fri), 14(mon), 16(wed)
Microsoft Word 2007 - Advance	6:30pm to 10:30pm	Jun 18(fri), 21(mon)
Microsoft Excel 2007 - Basic	2pm to 6pm	Jun 2(wed), 4(fri), 7(mon), 9(wed)
Microsoft Excel 2007-Intermediate	2pm to 6pm	Jun 11(fri), 14(mon), 16(wed)
Microsoft Excel 2007 - Advance	2pm to 6pm	Jun 18(fri), 21(mon)
Microsoft PowerPoint 2007 - Basic	6:30pm to 10:30pm	Jun 1(tue), 3(tue)
Microsoft PowerPoint 2007-Intermediate	6:30pm to 10:30pm	Jun 8(tue), 10(tue)
Microsoft PowerPoint 2007-Advance	6:30pm to 10:30pm	Jun 15(tue), 17(tue)

Note: RSVP reserves the rights to cancel or reschedule the class due to class size or unforeseen circumstances.

After completing the Basic, Intermediate and Advance modules for a course, participants can sit for an exam. When they pass the exam, they will be issued Microsoft Certified Application Specialist for Microsoft Word 2007 or Microsoft Excel 2007 or Microsoft PowerPoint. The **exam fee** per course is \$170 (inclusive of GST). Participants can sit for the examination at RSVP Singapore.

Seniors teach Seniors!



WHAT WILL YOU LEARN?

Microsoft Word 2007

Basic (\$50) (4 sessions of 4 hours each)	Intermediate (\$85) (3 sessions of 4 hours each)	Advance (\$100) (2 sessions of 4 hours each)
<ol style="list-style-type: none"> 1. Navigate Word 2007 interface 2. Perform text formatting 3. Perform Paragraph and page formatting 4. Create a multi-page document; Review, Save, Edit and Print document 	<ol style="list-style-type: none"> 1. Create a Complete Report 2. Embed objects such as file or graphics; Create tables 3. Review and Track document changes 4. Use Themes to create consistent layout 	<ol style="list-style-type: none"> 1. Perform customization for productivity 2. Polish documents for professional look 3. Work with external data such as charts and tables from Excel

Microsoft Excel 2007

Basic (\$50) (4 sessions of 4 hours each)	Intermediate (\$85) (3 sessions of 4 hours each)	Advance (\$100) (2 sessions of 4 hours each)
<ol style="list-style-type: none"> 1. Navigate Excel 2007 interface 2. Create a workbook with at least 3 worksheets 3. Enter data into cells and Sort data 4. User formulas and functions to manipulate data 5. Perform simple analysis 	<ol style="list-style-type: none"> 1. Manage and Organize data 2. Create Charts from data and Format Charts, Analyze data from Charts 3. Use special functions; Use Lists 4. Use Query & Pivot tables and solve problems 	<ol style="list-style-type: none"> 1. Customize worksheets; Use illustrations 2. Review and share workbooks 3. Exchange external data with other applications

Microsoft PowerPoint 2007

Basic (\$50) (2 sessions of 4 hours each)	Intermediate (\$65) (2 sessions of 4 hours each)	Advance (\$90) (2 sessions of 4 hours each)
<ol style="list-style-type: none"> 1. Navigate PowerPoint 2007 interface 2. Create a simple 8 to 10 slides presentation 3. Manipulate and format text; Adding bullets; Using WordArt 	<ol style="list-style-type: none"> 1. Enhance presentation with graphics and illustration 2. Use SmartArt; Use Themes for slide design; Use Colour schemes 3. Custom Animation and slide transitions 	<ol style="list-style-type: none"> 1. Work with Charts and Tables 2. Layout the presentation using slide master; Prepare slide show settings for presentation 3. Save file in various formats

Note:

- (1) Participants are required to purchase the workbook at \$25nett if they do not have a copy.

Supported by:



Community Technology Skills Program



All courses are held at:



9 Bishan Place, #08-02, Junction 8 Shopping Centre
Tel: 6259 0802
Website: www.rsvp.org.sg