



Microsoft Office Schedule 2020

Description	Duration	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Access 2016: Basic	1	21 & 22	17 & 18	19 & 20	21 & 22	12 & 13	22 & 23	16 & 17	18 & 19	14 & 15	13 & 14	23 & 24	
Access 2016: Intermediate	1	30	24	26	28	21	29	27	25	21	21	30	
Excel 2016: Basic	1	7, 15, 24	3,11,19,27	6,16,25,31	8, 20, 28	6, 14, 22	1,9,17,25	3,13,21,29	6, 17, 28	7, 15, 25	1,9,19,28	5, 16, 25	3, 11
Excel 2016: Intermediate	2	8 & 9, 16 & 17, 27 & 28	4 & 5, 12 & 13, 20 & 21	2 & 3, 12 & 13, 23 & 24	1 & 2, 14 & 15, 23 & 24	7 & 8, 18 & 19, 26 & 27	2 & 3, 10 & 11, 18 & 19, 29 & 30	6 & 7, 14 & 15, 22 & 23, 30 & 31	11 & 12, 20 & 21, 26 & 27	8 & 9, 16 & 17, 28 & 29	8 & 9, 15 & 16, 26 & 27	9 & 10, 17 & 18, 26 & 27	7 & 8, 17 & 18
Excel 2016 Advanced	1	10, 20	6, 14, 25	4,11,17,26	3, 16, 29	11, 20, 28	4, 12, 22	8, 16, 24	3,13,24,31	10, 18, 30	12, 20, 29	11, 19, 30	9, 14
Excel: VBA	2	23 & 24		9 & 10		4 & 5		1 & 2		3 & 4		12 & 13	
Excel Formulas, Functions and Data Analysis	5		24 - 28		20 - 24		8 - 12		3 - 7		12 - 16		
Excel PowerBI / PowerPivot	4	20 – 23		23 – 26		12 – 15		28 – 31		7 – 10		10 - 13	
Outlook 2016: Basic	1	17	10	5	7	15	5	13	5	2	2	4	
Outlook 2016: Advanced	1	28	25	18	15	28	17	21	19	23	12	20	
PowerPoint 2016: Basic	1	16	14	11	14	14	24	15	3	10	6	6	10
PowerPoint 2016: Advanced	1	30	20	20	30	29	26	23	14	23	22	23	
Project 2016: Basic	1	10	7	6	16	19	24	14	7	11	7	9	
Project 2016: Advanced	1	13	13	19	23	20	25	17	20	14	15	10	
Word 2016: Basic	1	7	11	3	1	6	8	8	5	1	6	2	4
Word 2016: Intermediate	1	8	12	4	2	7	9	9	6	2	7	3	7
Word 2016: Advanced	1	29	28	30	24	25	30	27	21	29	28	27	15
PC Overview with Keyboard & Typing	2	13 & 14	3 & 4	12 & 13	1 & 2	12 & 13	1 & 2	9 & 10	11 & 12	8 & 9	8 & 9	2 & 3	1 & 2