

Microsoft Office Schedule 2025

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