



TRAINING & CERTIFICATION  
**SURESKILLS™**



## Microsoft Training Schedule July - December 2025



Teams



Access



SharePoint



PowerPoint



Outlook



Word



Publisher



Visio



Power BI



Excel



SQL Server



Silver Learning

**Microsoft Partner**



Copilot

For Course Dates on the individual courses outlined within this brochure please contact your Training Advisor at [info@sureskills.com](mailto:info@sureskills.com)  
or call: Dublin +353 1 240 2262 or Belfast +44 28 9093 5555 • Visit: [courses.sureskills.com](https://courses.sureskills.com)

VAT will be charged where applicable

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
<b>MICROSOFT EXCEL</b>							
SSA5037 Excel Introduction	1	22	19	23	21	18	16
SSA5038 Excel Intermediate	1	23	20	24	22	19	17
SSA5039 Excel Advanced	1	24	21	25	23	20	18
SSA204 Excel VBA	2	7		8		10	
SSA5020 Excel PowerPivot	1		11		6		3
SSA5023 Excel Dashboards	1		12		7		4
SSA5025 Excel Data Analysis	2		13		8		4
SSA5033 Excel Functions & Formulas Workshop	0.5	8		9		11	
SSA5034 Excel Tables & Charts Workshop	0.5	8		9		11	
SSA5035 Excel PivotTables, PivotCharts & Slicers Workshop	0.5	9		10		12	
SSA5036 Excel Macros Workshop	0.5	16	13	10	15	12	10
SSA5040 Excel Essentials	0.5	3	7	4	2	6	4
<b>MICROSOFT WORD</b>							
SSA40021 Word Introduction	1	1	12	2	7	4	2
SSA40022 Word Intermediate	1	2	13	3	8	5	3
SSA40023 Word Advanced	1	3	14	4	9	6	4
<b>MICROSOFT POWERPOINT</b>							
SSA8008 PowerPoint Introduction	1		12		14		16
SSA8009 PowerPoint Advanced	0.5	24		25		27	
<b>MICROSOFT OUTLOOK</b>							
SSA6006 Outlook Introduction	1	8			7		9
SSA6007 Outlook Advanced	1	9			8		10
<b>MICROSOFT PROJECT</b>							
SSAP1008 Project Introduction	1	1			6		
SSAP1003 Project Advanced	1	2			7		
<b>MICROSOFT VISIO</b>							
SSAV1001 Visio Introduction	1	15		16		11	
SSV1002 Visio Advanced	0.5	16		10			10
<b>MICROSOFT SHAREPOINT</b>							
SSO920 Microsoft SharePoint for End Users	1	16	13	17	15	12	17
SSO921 Microsoft SharePoint for Site Owners	1	21	25	22	20	24	15

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
<b>MICROSOFT ACCESS</b>							
SSAA1001 Access Essentials	2	15			14		
SSAA1003 Access Advanced	1	17			16		
<b>MICROSOFT TEAMS</b>							
SSA109 Microsoft Teams	1	7	4	8	6	3	8
SSA14020 Managing Projects with Microsoft Teams	1	7		15		10	
SSA4021 Microsoft Teams - Communication	0.3		18		20		15
SSA4022 Microsoft Teams - Collaboration	0.3		12		14		16
SSA4023 Microsoft Teams - Meetings and Events	0.3		13		15		17
SSA4018 Empowering Employees with Microsoft Viva	0.2		21			20	
<b>MICROSOFT 365</b>							
SSA4014 Microsoft 365 for End Users	1		13		8		10

## Microsoft Technical

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
MICROSOFT SQL SERVER							
SSO500 SQL Fundamentals	1	21		15		10	
SSO501 Advanced SQL Querying	1	22		16		11	
DP-080T00 Transact - SQL Querying	2			Call for dates			
MICROSOFT WINDOWS DESKTOP & SERVER							
SSAZ-800T00 Administering Windows Server Hybrid Core Infrastructure	4			1			8
SSMD-102T00 Microsoft 365 Endpoint Administrator	5	7		22		3	
MICROSOFT SHAREPOINT							
SSO920 Microsoft SharePoint for End Users	1	16	13	17	15	12	17
SSO921 Microsoft SharePoint for Site Owners	1	21	25	22	20	24	15

Course Name	Days	Jul	Aug	Sep	Oct	Nov	Dec
<b>MICROSOFT AZURE</b>							
SSAI-900T00 Microsoft Azure AI Fundamentals	1		29		17		22
SSAZ-104T00 Microsoft Azure Administrator	4	1		16		3	
SSAZ-204T00 Developing Solutions for Microsoft Azure	5		18			10	
SSAZ-500T00 Microsoft Azure Security Technologies	4	14		22		24	
SSAZ-900T00 Microsoft Azure Fundamentals	1	22	19	23	21	18	16
SSDP-100T01 Designing and Implementing a Data Science Solution on Azure	4		26			24	
SSDP-900T00 Microsoft Azure Data Fundamentals	1		1		31		
SSAZ400T00 Designing and Implementing Microsoft DevOps Solutions	4		26				
AZ-305T00 Designing and Implementing Microsoft Infrastructure Solutions	4	1		15		17	
DP-300T00 Administering Microsoft Azure SQL Solutions	4			22			15
<b>MICROSOFT 365</b>							
SSMS-203T00 Microsoft 365 Messaging	5			Call for dates			
SSMS-500T00 Microsoft 365 Security Administration	4			Call for dates			
SSMS-900T01 Microsoft 365 Fundamentals	1			19		21	
SSMS-700T00 Managing Microsoft Teams	4		26			3	
MS-102T00 Microsoft 365 Administrator Essentials	5		4		13		8
SSA4014 Microsoft 365 for End Users	1		13		8		10
<b>MICROSOFT POWER PLATFORM</b>							
SSMPL-900 Microsoft Power Platform Fundamentals	1			1		10	
SSPL-300T00 Microsoft Power BI Data Analyst	3		18		13		
SSPL-400T00 Microsoft Power Platform Developer	5			Call for dates			
SSAP1001 Power BI Reports and Dashboards	1	23	20	17	22	19	17
SSAP1002 Power BI Desktop - Transform, Shape and Model Data	1	24	21	18	23	20	18
<b>MICROSOFT SECURITY</b>							
SC-900T00 Microsoft Security, Compliance, and Identity Fundamentals	1		7		22		
SC-200T00 Microsoft Security Operations Analyst	4	14		18		27	
SC-300T00 Microsoft Identity and Access Administrator	4			10		6	
SC-400T00 Microsoft Information Protection Administrator	4	20			22		



# Why SureSkills?

## On Site - Training At Your Offices

We deliver training at your office, covering all of Ireland and the UK, with our highly skilled instructors.

### Flexible

We work to your schedule and hold the training at your location. We can use standard training courses or customise content to suit the training and learning outcomes that you require.

### Cost Effective

Take advantage of SureSkills' on-site training offering so that you can save on time travelled and 'out of office' expenses.

### Better ROI

Increase your employee productivity, while minimising downtime. On-site training also allows employees to operate their actual own PCs and software, meaning that they can quickly use their new skills.

Find out more  
about SureSkills  
On Site - Training  
At Your Offices:



## Tailored & Flexible Learning

Helping organisations to develop the knowledge and skills they need to fulfil their collective capability.

Tailored Training addresses an organisation's specific business challenges and can be personalized based on the desired skills, schedules, and learning needs of employees.

Bespoke, Custom, Tailored to a perfect fit - that's what our Tailored Training means. We create programmes that suit your organisation's needs and ensure your training goals are met - meaning fully customised to your company and to each person that will attend our courses.

Find out more  
about SureSkills  
Tailored & Flexible  
Learning:



### SureSkills Ireland

1-4 Terminus Mills, Clonskeagh Road,  
Dublin D06 VY62, Ireland

Sales: +353 1 240 2262  
info@SureSkills.com

### SureSkills N. Ireland

Urban HQ, Belfast, 5-7 Upper Queen Street,  
Belfast, BT1 6FB, United Kingdom

Sales: +44 28 9093 5555  
niinfo@SureSkills.com

Visit: [courses.sureskills.com](https://courses.sureskills.com)

