

WORKSHOP

Computer Literacy with Microsoft Office

[3 DAYS INSTRUCTION]

COURSE OVERVIEW

Over the 3 days: file management (Window's Explorer) and e-mailing (ccing, bccing, attaching files, etc.), Word and Publisher (write a letter, a proposal, a flyer), Excel (budget, basic functions).

COURSE OUTLINE

- Microsoft Word 1 - Learn the essentials of Microsoft Word and word processing. Create, navigate and save documents, apply character and paragraph formatting, insert symbols and create headers and footers. Find out how to check spelling and grammar, work with document views and learn how to print and convert documents to PDF. Adding graphics and clip art will also be covered.
- Microsoft Outlook - Learn the basics of using Microsoft Outlook. Use Outlook email features to send receive, reply to and forward email messages. Attach files to messages and open and save attached files. Use the calendar feature, manage contacts, create and send appointments.
- Microsoft Publisher - Learn the basics of desktop publishing creating, saving and printing publications. Use drawing objects, graphics and text tools. Format, enhance and edit publications.
- Microsoft PowerPoint - Create and edit presentations from scratch in Microsoft PowerPoint. Insert and modify clip art, as well as how to format, edit and proof presentation text.
- Microsoft Excel - Learn the essentials of Microsoft Excel and spreadsheets to create and save workbooks, format text and numbers, select ranges and move or copy data. Use formulas and basic functions, explore printing options for worksheets and insert pictures.

TARGET AUDIENCE

Office personnel, managers, supervisors.

DOWNLOAD THE KCE REGISTRATION FORM FROM OUR HOMEPAGE.

LOCATION

209-100 Casimir Ave.
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877-737-5638 x4000

FAX

807-223-8426

E-MAIL

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WEB SITE

www.watertraining.ca



COURSE DURATION

3 days

TIME

9:00 am to 4:00 pm

DIRECTOR APPROVED CEUs

NA

TRAINER

Shirley Koroniak

COST

\$600.00 + \$78.00 HST = \$678.00

