



Microsoft Office Suite 2010

Our Microsoft Office Suite 2010 course will turn you into a job-ready, office superstar in only 3 weeks!

You'll be proficient in one of the world's most widely recognizable and acclaimed software suites; AND you'll also possess abilities employers desperately need: efficiency, effectiveness, organization, and customer management.

Word

Covers entering text, the File, the Save As command, opening and editing a document, moving and copying text, basic character and paragraph formatting. Particular attention is paid to using tabs, tables and mail merging.

Excel

You start with the basics including working with workbooks, tabs, moving/copying worksheets, formatting labels and values, AutoFormat, applying basic functions (SUM,AVG,MIN,MAX,NOW) to data, calculating percentages and basic charts.

PowerPoint

PowerPoint is a presentation program which is part of the Microsoft Office suite. It enables you to create professional presentations which consist of a number of individual pages or slides.

Access

Access is the database management software component. You will receive instruction in relational databases, creating tables with data, queries to retrieve data, forms to enter data and reports to display and summarize data.

Publisher

Publisher is a publication software that helps you get started creating professional newsletters, brochures, flyers, business cards etc.

Outlook

The versatile program is suitable for personal and business environments. It serves the needs of every company for shared work and networking. MS Outlook is the preferred source for shared communication in the office.



Participants receive a certificate of completion. Tuition tax credit forms are available.

Start Date	Hours	Time	Weeks	Days	Fee
July 9, 2012	75	10:00 am—3:00 pm	3	Monday to Friday	\$550
Pre-requisites	Information		Registration		
Knowledge of Windows	Call 416-658-3101 x216 Email techskills@skillsforchange.org		In person at 791 St. Clair Avenue West Online at skillsforchange.org/techskills		

We've helped thousands meet their employment goals!

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