MICROSOFT OFFICE
Mondays and Wednesdays, 5:30 – 9:00 pm (with online component)

PROGRAM FEE: eBooks: $45 each

Microsoft Office Exam Certification: For students who would like to write the Microsoft Office exam for certification, there is a cost for the exam process.

Students can choose the areas of Microsoft Office for training.

Microsoft Word – Core:
- Getting started with word processing
- Manipulating Text
- Formatting Text and Paragraphs
- Formatting Documents to Print
- Distributing Documents
- Using Tables
- Working with Illustrations
- Working with References

Microsoft Outlook:
- Getting started with email
- Managing Email
- Working with People
- Using the Calendar
- Using Tasks and Notes
- Organizing Information

Microsoft PowerPoint:
- Getting started with presentations
- Working with Slides
- Working with Text
- Working with Charts and Tables
- Adding Multimedia Elements
- Enhancing Presentations
- Preparing the Slide Show
- Sharing Presentations

Microsoft Excel – Core:
- Getting started with spreadsheets
- Constructing Cell Data
- Using Formulas
- Formatting the Worksheet
- Viewing and Printing Workbooks
- Working with Charts and Graphics
- Organizing Data
- Using Data Tools

Microsoft Access:
- Getting started with databases
- Building Tables
- Retrieving the Data You Want
- Working with Forms
- Designing Reports
- Protecting, Maintaining, and Managing Databases

Microsoft Word – Expert:
- Using Advanced Design Elements
- Managing Documents
- Using Productivity Tools
- Working with Advanced References

Microsoft Excel – Expert:
- Advanced Formatting
- Advanced Functions and Formulas
- Data Analysis Using Pivot Tables and Business Intelligence
- Workbook Management Features
- Advanced Charts, Functions, and What-If Analysis
- Data Filtering, Macros, and Forms

www.con-ed.ca
To register call the Oshawa Campus: (905) 438-0570 or Ajax Campus (905) 683-7713