

General Interest Computer Program Descriptions:

MS Excel – Level 1 Course Outline

Week 1

- How To Navigate Through MS Excel
- Saving and Path
- Entering Numbers And Text (Formatting Cells)
- Editing column Widths and Row Heights
- Merge And Center Cells
- Alignment Of Cells
- Change Font, Font Size And Colour

Week 2

- Entering MS Excel Formulas And Formatting Data
- Perform Mathematical Calculations
- Addition, Subtraction, Multiplication And Division
- Copy, Cut, Paste, And Cell Addressing
- Insert And Delete Columns And Rows
- Create Borders

Week 3

- Creating MS Excel Function
- Sum, Average, Minimum, Maximum, Etc.
- Filling Cells Automatically
- Create Headers And Footers
- Print Document

Week 4

- Review Weeks 1 Through 3
- Creating Charts (customizing charts and page tabs)

MS Excel – Level 2 Course Outline

Week 1

- Review Path and backstage
- Saving to cloud
- How To Navigate Through MS Excel
- Entering Numbers And Text, editing, formatting cells
- Copy, Cut, Paste, And Cell Addressing
- Resizing Column widths and row heights
- Merge And Center Cells
- Change Font, Font Size And Colour

Week 2

- Creating MS Excel Function
- Sum, Average, Minimum, Maximum, Count, Etc.
- Addition, Subtraction, Multiplication And Division
- Insert And Delete Columns And Rows
- Create Borders

Week 3

- Entering MS Excel Formulas And Formatting Data
- Perform Mathematical Calculations
- Sensitivity Analysis
- Filling Cells Automatically
- Create Headers And Footers
- Print Document

Week 4

- Creating Charts
- Customizing Charts and page tabs
- V and H lookup
- Go over view and view types
- Headers and Footers

MS Word – Level 1 Course Outline

Week 1

- Introduction To MS Word
- Getting To Know MS Word
- Understanding Path

Week 2

- The Ribbon
- Backstage View
- The Quick Access Toolbar
- The Ruler
- Spacing/General Defaults
- Creating And Opening Documents

Week 3

- Checking Spelling And Grammar
- Adjusting Margins
- Inserting a picture
- Inserting Online Picture
- Creating A Table

Week 4

- Converting An Older Document To Current MS Word Version
- Adding a Header and Footer
- Adding a Watermark
- Page Orientation

MS Word – Level 2 Course Outline

Week 1

- The Ribbon
- Backstage View
- The Ruler
- Creating And Opening Documents
- Saving to cloud

Week 2

- Selecting Text
- Adjusting Margins
- Page Orientation
- Inserting a picture
- Editing a Picture
- Creating A Table

Week 3

- Columns
- View and view types
- Tabs (creating, defaults)
- Sorting
- Spacing (more detailed)
- Background colour and borders

Week 4

- Adding a Header and Footer
- Spelling Grammar and Thesaurus
- Customizing Word
- Tracking Revisions
- Pasting

PowerPoint:

PowerPoint is a Microsoft Office product that provides users with an interface to design multimedia slides to be displayed on a projection system or personal computer. The software incorporates images, sounds, videos, text, and charts to create an interactive presentation. Microsoft PowerPoint interacts with other Office products such as Microsoft Word and Excel.

Quick Books Introduction:

Using the QuickBooks software, the course introduces a hands-on computerized bookkeeping approach for small to mid-sized organizations. The students will develop working knowledge on various day to day bookkeeping exercises in Customer Centre, Vendor Centre and Banking Areas. The class exercises will include setup of a new company, sales transactions, purchase transactions, bank reconciliations, Review of chart of accounts, posting transactions in registers, back-up and restore data. The course will also engage students into discussions on accounting basics and bookkeepers' responsibilities.