

**Archbishop Anthony Meagher CCEC
Microsoft Office Specialist Certification Training Program**

DCDSB Staff Receive a 30% Discount!

MICROSOFT OFFICE – CORE Part A & Part B
January 9 – April 3, 2019 (Mondays and Wednesdays, 6:00 – 9:00 pm with online component)
Location: Oshawa Campus, 850 King Street West, Unit 26

Students can choose either Microsoft Core Part A or Microsoft Core Part B, as each are offered from January 9 to April 3, 2019.

*PLEASE NOTE: Students who have a good working knowledge of Microsoft Office may choose to accelerate, and complete Part A & B from January 9 to April 3, 2019.

PROGRAM FEE:

Microsoft Core Part A: Books and Material Cost: \$232.00

Microsoft Core Part B: Books and Material Cost: \$232.00

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.

Microsoft Core Part A: Microsoft Word (Core), Microsoft Outlook, and Microsoft PowerPoint

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 Core Part B: Microsoft Excel (Core) and Microsoft Access

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

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MICROSOFT OFFICE – EXPERT PROGRAM

April 8 – June 26, 2019 (Mondays and Wednesdays, 6:00 – 9:00 pm with online component)

Location: Oshawa Campus, 850 King Street West, Unit 26

Microsoft Expert Part C: Microsoft Word (Expert) and Microsoft Excel (Expert)

PROGRAM FEE:

Microsoft Expert: Books and Material Cost: \$232.00

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.

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