



# Archbishop Anthony Meagher CCEC Microsoft Office Specialist Certification Training Program

#### 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

# **Microsoft Outlook:**

- Getting started with email
- Managing Email
- Working with People

#### Microsoft PowerPoint:

- Getting started with presentations
- Working with Slides
- Working with Text
- Working with Charts and Tables

- Distributing Documents
- Using Tables
- Working with Illustrations
- Working with References
- Using the Calendar
- Using Tasks and Notes
- Organizing Information
- Adding Multimedia Elements
- Enhancing Presentations
- Preparing the Slide Show
- Sharing Presentations

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

# Microsoft Excel – Core:

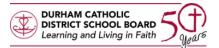
- Getting started with spreadsheets
- Constructing Cell Data
- Using Formulas
- Formatting the Worksheet

# Microsoft Access:

- Getting started with databases
- Building Tables
- Retrieving the Data You Want

- Viewing and Printing Workbooks
- Working with Charts and Graphics
- Organizing Data
- Using Data Tools
- Working with Forms
- Designing Reports
- Protecting, Maintaining, and Managing Databases





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

# 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