VIRTUAL-ONLINE PERSONAL DEVELOPMENT COURSE

Microsoft Office (Word, Excel & PowerPoint)
CERTIFICATE COURSE

Starting Dates | April 13th & 17th, 2021

DAY(S)	DAY TIME	EVENING
TUE & THUR	NOT AVAILABLE	5:45 pm - 7:25 pm
SATURDAY'S	10:00 am - 1:30 pm	NOT AVAILABLE

Duration	13 Weeks
Registration	$50.00
Technology Fee	$35.00
Work Book	FREE (PDF Available Online)
Tuition Cost	FREE (A $450.00 Value)

Student must have Microsoft Office 2016 or 2019 installed on their Laptop or Desktop Computer
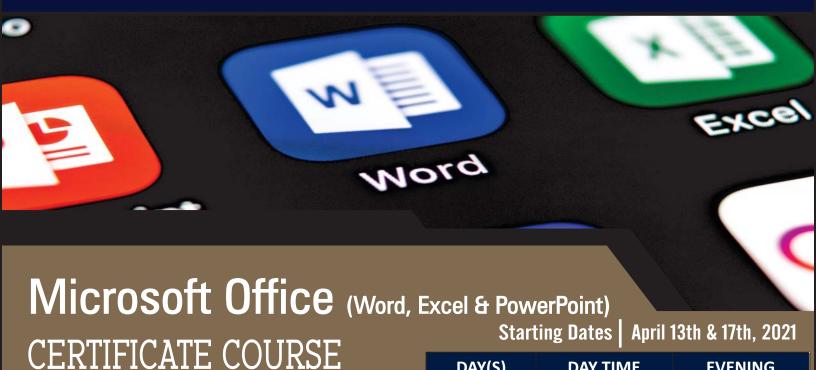
PREREQUISITES

To ensure your success, you will need to have a basic understanding of Computers and familiar with Microsoft Office 2007 or Office 2010 suite of products, including Word, Excel and PowerPoint.

ABOUT THIS COURSE

This Microsoft Office 2016 course trains students how to use MS Office applications such as Word, Excel and PowerPoint.

This course builds upon the knowledge and skills you've already acquired. It focuses on the enhanced features you'll want to leverage to improve the way you manage, organize and present information

You'll explore a variety of enhancements, from Word's ability to edit PDF files to the new Flash Fill functionality in Excel that dramatically increases the speed at which you can add data to a spreadsheet.

You'll discover how the cloud has been deeply integrated into your Office experience and how collaborating with colleagues has never been easier.

MAIN TOPICS:

- **Getting Started with Microsoft Office 2016I**
  Common Features, Office 2016 and the Cloud

- **Working with Microsoft Word 2016**
  Edit a PDF, Work with Tables, Embed Video, Edit Documents, Read Documents

- **Working with Microsoft Excel 2016**
  Streamline Workflow with Templates, Accelerate Data Insertion with Flash Fill, Incorporate Charts, Analyze Data

- **Working with Microsoft PowerPoint 2016**
  Apply a Theme from the Start Screen, Leverage the Enhanced Presenter View, Collaborate with Colleagues on a Single Presentation, Incorporate Objects

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